

# HUMAN RESOURCES

*The mission of the Department of Human Resources is to provide leadership in the management of the City's human resources and risk management; to support and assist departments with legal mandates; and to maintain a work environment that enhances development, satisfaction, and commitment to City goals and objectives.*

### **Key Contacts**

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## Department Goals and Related Services

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<b>Goal 1</b>	<b>To support a stable, diverse and productive work force for the City's operations</b>	<b><u>Strategic Plan Goal</u></b> <b>B5, N6</b>
	<b><u>Service/Program</u></b>	
	CalPERS Retirement Counseling	
	City Department Liaison/Support	
	Employee Health Benefits	
	Equal Employment Opportunities	
	General Employee Training	
	Human Resources Management System for Payroll/Personnel	
	Job Classification/Compensation System	
	Labor Negotiations	
	Other Non-Health Related Employee Services	
	Unlawful Discrimination and Harassment	
<b>Goal 2</b>	<b>To protect City assets and ensure a safe and accessible environment for the work force and the public</b>	<b><u>Strategic Plan Goal</u></b> <b>N3, S2</b>
	<b><u>Service/Program</u></b>	
	Americans with Disabilities Act (ADA) Compliance	
	City General Liability Insurance Program	
	Employee Safety Program	
	Injured Worker Modified Duty Program	
	Insure City Property/Assets	
	Workers' Compensation Coordination	
<b>Goal 3</b>	<b>Provide efficient and effective administrative support to Department operations to ensure optimal service delivery</b>	<b><u>Strategic Plan Goal</u></b> <b>N/A</b>
	<b><u>Service/Program</u></b>	
	Department Administration	

# **Fiscal Year 2004 Strategic Plan Accomplishments**

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## **Business Growth and Workforce Development**

- Sponsored seventh annual Supervisors Leadership Institute, with a total of 35 employee-participants.
- Sponsored three employees for Leadership Long Beach - Class of 2005, and for two employees to attend the Harvard Executive Management Training Program.
- Coordinated the City Mentor Program, which included 54 employee-participants during the year.
- Trained over 10,000 employees in a variety of safety training classes, including over 200 employees in body mechanics and back safety (ergonomics).
- Co-hosted the Annual Wellness and Safety Fair.
- Implemented citywide Powered Industrial Truck and Control of Hazardous Energy Program.
- Implemented Occupational Health and Safety System to track workplace injuries and safety training needs.
- Conducted Unlawful Harassment Training for a more than 1,000 employees.
- Published and distributed employee health insurance newsletter to educate employees on the rising cost of benefits.
- Published and distributed the first monthly safety newsletter to educate employees on various occupational health and safety issues.
- Revised the Long Beach Municipal Code and implemented an Administrative Regulation related to the City's insurance requirements for all City contracts, vendors, leases and grants, and conducted training for all departments.
- Began development and implementation of LifeView HR, a web-based addition to the City's Human Resource Management System.
- Successfully negotiated new labor agreements with the Police Officers Association, Firefighters Association and Management Association, saving the City \$3.8 million per year.

## **Neighborhood Development**

- Inspected over 40 buildings and areas for Occupational Safety and Health Administration (OSHA) safety violations and fire hazards.
- Recognized October 2003 as "Disability Awareness Month" for the City of Long Beach.
- Trained department counselors on latest Equal Employment Opportunity/Americans with Disabilities Act (EEO/ADA) policies, procedures and legislative updates.
- Staff working with the Citizens Advisory Commission on Disabilities (CACOD), assisted Library Services management with gathering the needs and concerns of the disabled community for the implementation of the Information Center for People with Disabilities, which opened in 2003 at the Main Library.
- Spearheaded efforts to secure close-captioning for City Council meetings to better serve members of the community with hearing impairments.

## **Fiscal Year 2005 Department Opportunities and Challenges**

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### **Opportunities**

- Development and implementation of policies and procedures as part of the Workers' Compensation Business Improvement Process, including installation of new web-based Workers' Compensation Claims System, all of which will reduce workers' compensation costs and improve the effectiveness of the City's workers' compensation and safety program.
- New labor settlement agreements with all bargaining units will provide an opportunity to develop options for cost reductions to address some of the City's structural budgetary issues.
- An Employee Transition Plan will provide an opportunity to retrain and place employees impacted by staffing reductions identified in the Three-Year Financial Strategic Plan.
- The Department will coordinate the efforts of City staff and the disabled community in finalizing changes articulated in the ADA Transition Plan.

### **Challenges**

- Negotiation of labor settlement agreements with nine bargaining units, to further reduce costs of benefits and/or compensation to address the City's structural budget deficit as required by the Three-Year Financial Strategic Plan.
- Implementation of the Employee Transition Plan designed to mitigate, to the extent possible, impacts to employees due to implementation of the City Council endorsed Three-Year Financial Strategic Plan.
- Restructuring of citywide customer service, executive, and safety training programs to enhance overall effectiveness while achieving cost savings.
- Reduce administrative costs of non-health services programs, such as blood drives, charity drives and service awards for employees.
- Maintaining high levels of service to departments with reduced staffing, by finding creative ways to increase productivity and improve efficiency.

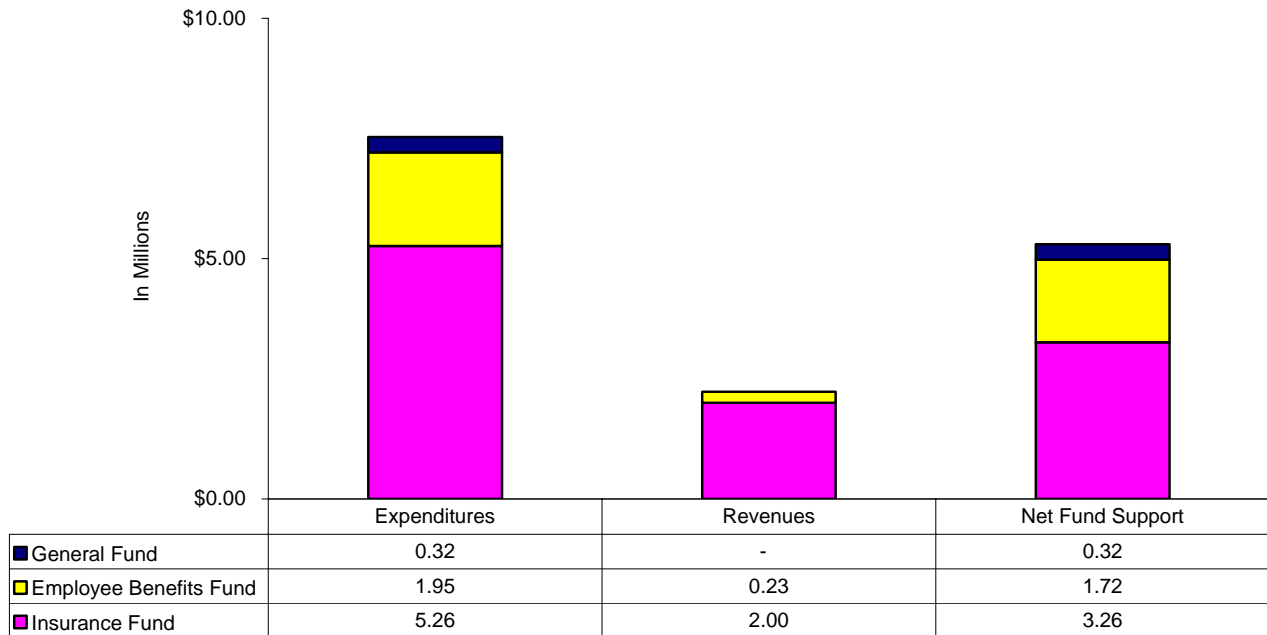
## Year Two Implementation - Three-Year Financial Strategic Plan

### Structural Deficit Reductions

DESCRIPTION	SERVICE IMPACT
<p>Reduce Administrative Support and Consolidate Department Functions (\$10,300)</p> <ul style="list-style-type: none"> <li>▪ Downgrade Systems Analyst II to Personnel Assistant II</li> <li>▪ Reduce Department Overtime</li> </ul>	<p>Reorganization of the Human Resources Department has resulted in the streamlining and prioritizing services. The primary focus of the department is to manage labor negotiations, implement the Employee Transition Plan for those positions impacted by budget reductions, and implement the recommendations of the Workers' Compensation Study to improve operations.</p>
<p>Reduce Equipment and Support Costs for Department Functions (\$93,000)</p> <ul style="list-style-type: none"> <li>▪ Reduce equipment and reprographic expenses</li> <li>▪ Reduce Technology Services Department programming and other support</li> <li>▪ Limit outside consulting expenses</li> <li>▪ Eliminate retirement plaques</li> </ul>	<p>Reduction in funding for consulting services will add more responsibility to current staff members and require other funding sources if an unforeseen need for outside expertise becomes critical. Reprographic reductions require seeking more opportunities to provide information electronically.</p>
<p>Suspend Employee Educational Reimbursement Program (\$32,000)</p>	<p>Employees attending outside college classes will not be reimbursed by the City.</p>
<p>Restructure Citywide Professional Development/Training (\$50,000)</p> <ul style="list-style-type: none"> <li>▪ Reduction of citywide training programs</li> <li>▪ Reduce outside training, conferences and meetings</li> </ul>	<p>Restructuring the City's training programs will focus more on specific department training needs and increased emphasis will be placed on in-house resources for training. Only specific targeted training and professional development areas will be considered.</p>
<p>Negotiate Increased Employee Participation in Supporting the Costs of Benefits Such as Health Care, Retirement, Skill Pay, etc and/or Reduce the Level of Benefits (\$5,000,000)</p>	<p>Actual changes in benefits or compensation are subject to negotiation with the unions.</p>
<p>Implement Workers' Compensation Business Process Improvement Efforts (\$500,000)</p>	<p>Optimization of the Workers' Compensation program will result in savings and improvements to service delivery.</p>

# Human Resources Department Summary

Adopted\* FY 05 Budget by Fund



	Actual FY 03	Adopted* FY 04	Adjusted FY 04	Year End** FY 04	Adopted* FY 05
<b>Expenditures:</b>					
Salaries, Wages and Benefits	1,728,239	2,027,449	2,027,449	1,838,004	2,300,761
Materials, Supplies and Services	4,217,105	4,584,731	4,741,321	4,126,485	4,511,746
Internal Support	734,245	767,602	747,602	687,363	719,332
Capital Purchases	60,328	10,000	11,500	-	-
Debt Service	-	-	-	-	-
Transfers from Other Funds	351	122	122	29,375	-
Prior Year Encumbrance	-	-	-	-	-
Total Expenditures	6,740,268	7,389,904	7,527,994	6,681,227	7,531,839
<b>Revenues:</b>					
Property Taxes	-	-	-	-	-
Other Taxes	-	-	-	-	-
Licenses and Permits	-	-	-	-	-
Fines and Forfeitures	-	-	-	-	-
Use of Money & Property	37,936	35,000	35,000	134,361	33,000
Revenue from Other Agencies	-	-	-	-	-
Charges for Services	-	-	-	-	-
Other Revenues	430,887	386,823	386,823	685,662	390,000
Interfund Services - Charges	1,714,780	1,797,565	1,797,565	1,797,563	1,805,268
Intrafund Services - GP Charges	-	-	-	-	-
Harbor P/R Revenue Transfers	-	-	-	-	-
Other Financing Sources	-	-	-	-	-
Operating Transfers	-	-	-	-	-
Total Revenues	2,183,602	2,219,388	2,219,388	2,617,586	2,228,268
<b>Personnel (Full-time Equivalents)</b>	28.51	24.71	24.71	24.71	24.80

\* Amounts exclude all-years carryover. See budget ordinance in the front section of this document.

\*\* Unaudited

# Administration and Risk Management Bureau Summary

## Services Provided:

Loss prevention and insurance coverage; safety awareness and incentive programs; employee safety training; status reports and technical assistance to departments; and retirement counseling.

## Service Improvement Objectives:

To expand the safety training opportunities in all departments and ensure that all at-risk employees are trained.  
 To enhance the assessment of departments' safety performance.  
 To provide timely assistance to departments on insurance requirements and case review.  
 To provide timely assistance to employees for retirement planning.

	Actual FY 03	Adopted* FY 04	Adjusted FY 04	Year End** FY 04	Adopted* FY 05
<b>Quantitative Measures of Service:</b>					
# of departments using safety training	22	22	22	22	22
# of employees attending safety training	7,531	3,900	3,900	15,000	10,000
# of types of safety training provided	55	56	56	56	56
# of quarterly dept safety performance reports	0	4	4	2	4
# of retirement counseling sessions	715	550	550	625	550
<b>Expenditures:</b>					
Salaries, Wages and Benefits	596,045	622,008	622,008	620,963	729,074
Materials, Supplies and Services	3,617,363	4,088,823	4,103,639	3,590,851	4,181,648
Internal Support	161,813	135,876	135,876	144,786	109,261
Capital Purchases	60,328	10,000	11,500	-	-
Debt Service	-	-	-	-	-
Transfers From Other Funds	45,854	94,414	94,414	65,405	107,265
Prior Year Encumbrance	-	-	-	-	-
Total Expenditures	4,481,403	4,951,121	4,967,437	4,422,005	5,127,248
<b>Revenues:</b>					
Property Taxes	-	-	-	-	-
Other Taxes	-	-	-	-	-
Licenses and Permits	-	-	-	-	-
Fines and Forfeitures	-	-	-	-	-
Use of Money & Property	8,305	5,000	5,000	109,207	5,000
Revenue from Other Agencies	-	-	-	-	-
Charges for Services	-	-	-	-	-
Other Revenues	185,790	186,823	186,823	422,878	190,000
Interfund Services - Charges	1,714,780	1,797,565	1,797,565	1,797,563	1,805,268
Intrafund Services - GP Charges	-	-	-	-	-
Harbor P/R Revenue Transfers	-	-	-	-	-
Other Financing Sources	-	-	-	-	-
Operating Transfers	-	-	-	-	-
Total Revenues	1,908,875	1,989,388	1,989,388	2,329,648	2,000,268
<b>Personnel (Full-time Equivalents)</b>	8.41	8.16	8.16	8.16	8.25

\* Amounts exclude all-years carryover. See budget ordinance in the front section of this document.

\*\* Unaudited



# Executive Office Bureau Summary

## Services Provided:

To provide direction and administration for the Department; to administer the City's health benefits/insurance programs; to administer the City's Equal Employment Opportunity Program (EEOP); to ensure compliance with the Americans with Disabilities Act (ADA); to facilitate resolution of discrimination complaints; to provide staff support to the Citizens Advisory Commission on Disabilities (CACOD).

## Service Improvement Objectives:

To provide City Council with an annual status report on the Equal Employment Opportunity Program Plan (EEOP) by June 2005.

To monitor the implementation of the ADA Transition Plan.

To provide ADA & Unlawful Harassment training classes for City employees.

To limit the increase of the City's medical indemnity plans to less than 18 percent from December 1, 2004 to November 30, 2005.

To increase the participation/donations of employees in the charitable drive by 1 percent during the 2004/2005 campaign.

	Actual FY 03	Adopted* FY 04	Adjusted FY 04	Year End** FY 04	Adopted* FY 05
<b>Quantitative Measures of Service:</b>					
# of status reports on ADA projects	12	12	12	12	12
# of ADA/Unlawful Harassment classes/year	15	15	15	19	20
% rate increase in indemnity health	25%	18%	18%	18%	18%
% increase in participants/donations in charity drive	0%/0%	5%/5%	5%/5%	1%/1%	1%/1%
<b>Expenditures:</b>					
Salaries, Wages and Benefits	595,303	765,083	765,083	683,124	911,359
Materials, Supplies and Services	381,346	305,034	399,895	371,916	244,801
Internal Support	96,576	126,956	106,956	82,714	94,005
Capital Purchases	-	-	-	-	-
Debt Service	-	-	-	-	-
Transfers From Other Funds	(89,675)	(185,042)	(185,042)	(100,599)	(205,040)
Prior Year Encumbrance	-	-	-	-	-
Total Expenditures	983,550	1,012,031	1,086,892	1,037,156	1,045,125
<b>Revenues:</b>					
Property Taxes	-	-	-	-	-
Other Taxes	-	-	-	-	-
Licenses and Permits	-	-	-	-	-
Fines and Forfeitures	-	-	-	-	-
Use of Money & Property	29,630	30,000	30,000	25,154	28,000
Revenue from Other Agencies	-	-	-	-	-
Charges for Services	-	-	-	-	-
Other Revenues	244,937	200,000	200,000	262,574	200,000
Interfund Services - Charges	-	-	-	-	-
Intrafund Services - GP Charges	-	-	-	-	-
Harbor P/R Revenue Transfers	-	-	-	-	-
Other Financing Sources	-	-	-	-	-
Operating Transfers	-	-	-	-	-
Total Revenues	274,567	230,000	230,000	287,728	228,000
<b>Personnel (Full-time Equivalents)</b>	12.00	8.73	8.73	8.73	9.03

\* Amounts exclude all-years carryover. See budget ordinance in the front section of this document.

\*\* Unaudited

# Personnel Services Bureau Summary

## Services Provided:

Provide human resources and employee relations support to departments in a variety of areas including classification and compensation; contract administration; conflict resolution; payroll/personnel systems; and policy and procedure interpretation.

## Service Improvement Objectives:

- To meet the human resources and labor relations needs of line departments.
- To resolve employee relations disputes in a timely and productive manner.
- To assist departments by addressing changing service requirements by developing more responsive Human Resources (HR) systems and procedures.
- To coordinate and present training programs that address legislative changes and legal mandates.
- To enhance the effectiveness of the City's human resources program.
- To assist in placement of employees through the Injured Worker/Modified Duty Program.

	Actual FY 03	Adopted* FY 04	Adjusted FY 04	Year End** FY 04	Adopted* FY 05
<b>Quantitative Measures of Service:</b>					
# of managers/supervisors trained	675	700	700	600	700
# of HR documents processed	6,716	6,500	6,500	6,200	6,500
# of working days for position audit	30	30	30	30	30
# of people in customer service training	230	400	400	0	0
# of new labor MOUs negotiated	3	9	9	4	6
# of employees in Injured Worker/ Modified Duty Program	126	150	150	130	150
<b>Expenditures:</b>					
Salaries, Wages and Benefits	536,891	640,358	640,358	533,917	660,328
Materials, Supplies and Services	218,397	190,874	237,787	163,717	85,297
Internal Support	475,856	504,770	504,770	459,863	516,066
Capital Purchases	-	-	-	-	-
Debt Service	-	-	-	-	-
Transfers From Other Funds	44,172	90,750	90,750	64,568	97,775
Prior Year Encumbrance	-	-	-	-	-
Total Expenditures	1,275,315	1,426,752	1,473,664	1,222,066	1,359,466
<b>Revenues:</b>					
Property Taxes	-	-	-	-	-
Other Taxes	-	-	-	-	-
Licenses and Permits	-	-	-	-	-
Fines and Forfeitures	-	-	-	-	-
Use of Money & Property	-	-	-	-	-
Revenue from Other Agencies	-	-	-	-	-
Charges for Services	-	-	-	-	-
Other Revenues	160	-	-	210	-
Interfund Services - Charges	-	-	-	-	-
Intrafund Services - GP Charges	-	-	-	-	-
Harbor P/R Revenue Transfers	-	-	-	-	-
Other Financing Sources	-	-	-	-	-
Operating Transfers	-	-	-	-	-
Total Revenues	160	-	-	210	-
<b>Personnel (Full-time Equivalents)</b>	8.10	7.82	7.82	7.82	7.52

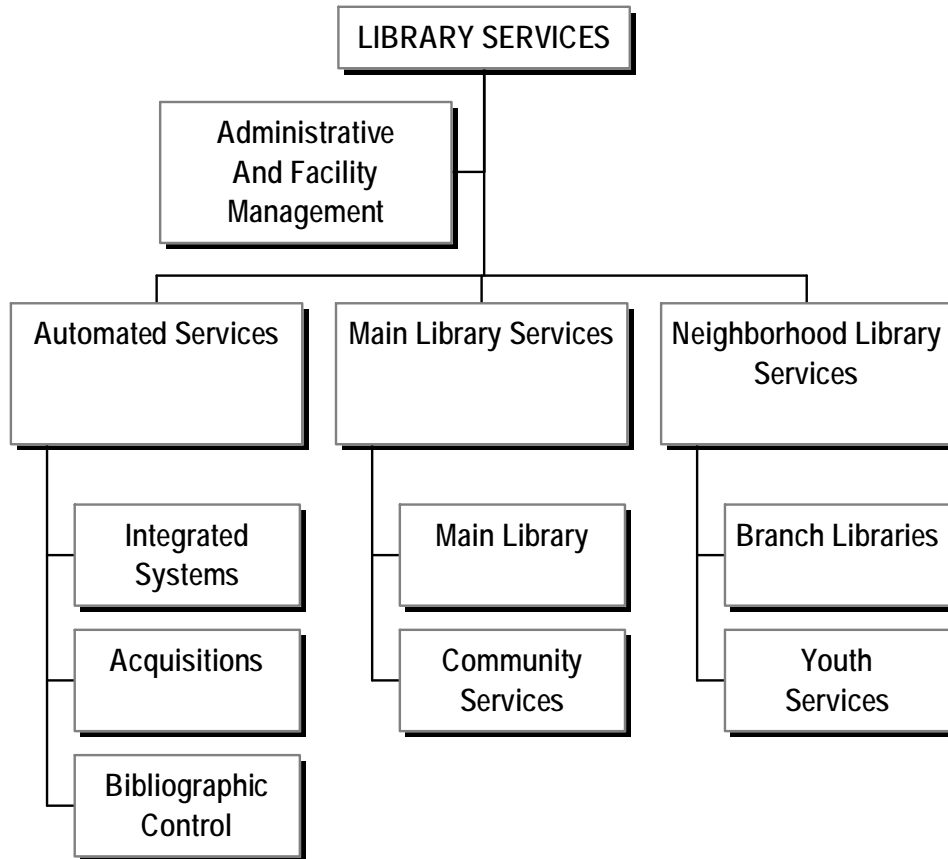
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\*\* Unaudited

# Human Resources Department Personal Services

<b>Classification</b>	<b>FY 03 Adopt FTE</b>	<b>FY 04 Adopt FTE</b>	<b>FY 05 Adopt FTE</b>	<b>FY 04 Adopted Budget</b>	<b>FY 05 Adopted Budget</b>
Director of Human Resources	1.00	1.00	1.00	133,974	133,974
Accident Prevention Coordinator-Confidential	-	-	1.00	-	41,205
Administrative Aide II-Confidential	1.00	1.00	1.00	45,819	45,819
Administrative Analyst III-Confidential	1.00	1.00	1.00	67,502	70,374
Administrative Intern-NC/H42	0.91	0.91	-	34,486	-
City Safety Officer	1.00	1.00	1.00	78,310	85,034
Clerk Typist II-Confidential	2.00	-	-	-	-
Clerk Typist II-NC	0.50	0.50	0.50	15,792	16,640
Clerk Typist III-Confidential	2.00	1.00	1.00	37,588	37,588
Clerk Typist III-NC	0.10	0.30	0.30	9,251	8,809
Employee Benefits/Service Officer	1.00	1.00	1.00	82,324	99,040
Equal Employment/ADA Officer	1.00	1.00	1.00	79,137	79,137
Executive Secretary	1.00	1.00	1.00	50,889	50,889
Manager-Personnel Operations	1.00	1.00	1.00	101,481	95,037
Manager-Risk Management	1.00	1.00	1.00	92,511	92,511
Personnel Analyst I-Confidential	1.00	2.00	1.00	114,207	60,404
Personnel Analyst II-Confidential	4.00	3.00	4.00	195,210	254,000
Personnel Analyst III-Confidential	1.00	1.00	1.00	70,374	70,374
Personnel Assistant II-Confidential	5.00	4.00	5.00	178,999	226,206
Secretary-Confidential	2.00	2.00	2.00	80,860	80,860
Systems Analyst II-Confidential	1.00	1.00	-	57,470	-
<b>Subtotal Salaries</b>	28.51	24.71	24.80	1,526,184	1,547,902
<b>Overtime</b>	---	---	---	12,156	9,550
<b>Fringe Benefits</b>	---	---	---	406,105	674,089
<b>Administrative Overhead</b>	---	---	---	83,004	69,220
<b>Salary Savings</b>	---	---	---	---	---
<b>Total</b>	28.51	24.71	24.80	2,027,449	2,300,761





## LIBRARY SERVICES

*The Department of Library Services is committed to meeting the information needs of our culturally diverse and dynamic population. We provide quality library service through a staff that is responsive, expert and takes pride in service. We offer a wide selection of resources and materials representing all points of view. We support life-long learning, intellectual curiosity and free access to information.*

### **Key Contacts**

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## Department Goals and Related Services

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### **Goal 1 Increase youth and adult literacy**

#### **Strategic Plan Goal**

**N3, Y4, Y5**

#### **Service/Program**

Lend Materials for Home Use

Provide Educational Programs

Provide Homework Assistance and Resources through Family Learning Centers

### **Goal 2 Enhance the community's ability to access information to meet educational, recreational and cultural needs**

#### **Strategic Plan Goal**

**N1, N3, Y4**

#### **Service/Program**

Deliver Books and Other Resource Materials to Library Sites

Market the Library's Services to the Community, Including Schools

Provide Assistance on the Library's Computer System and Website

Provide Government Information at the City Hall Information Desk (City Source)

Provide Homework Assistance and Other Resources to Foster Lifelong Learning

Provide Library Services to the Disabled

Provide Library Services to the Homebound

Provide Web-based Services for Remote Users

Provide/Maintain State of the Art Computers & Networks for Access to Electronic Resources & Internet

Respond to Requests for Information Assistance (in-person, via telephone and 24/7 via website)

### **Goal 3 Ensure that the level of resource materials meets the needs of a highly diverse public**

#### **Strategic Plan Goal**

**N3**

#### **Service/Program**

Develop and Maintain Library Collections in Various Formats

### **Goal 4 Provide library facilities that are safe, accessible and responsive to the community's changing needs**

#### **Strategic Plan Goal**

**N1**

#### **Service/Program**

Operate and Maintain Library Facilities for the Public's Use

### **Goal 5 Provide efficient and effective administrative support to Department operations to ensure optimal service delivery**

#### **Strategic Plan Goal**

**S3**

#### **Service/Program**

Department Administration

## **Fiscal Year 2004 Strategic Plan Accomplishments**

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### **Neighborhood Development**

- Two new neighborhood libraries (replacing Mark Twain and North) are under development, the first 21<sup>st</sup> century libraries in Long Beach and the first new neighborhood libraries to be built since 1970. They will replace inadequate facilities built in the 1950s.
- Awarded \$6.5 million in funding from the California Reading and Literacy Improvement and Public Library Construction and Renovation Bond Act for the construction of the new MacArthur Park Branch Library (formerly Mark Twain).
- Completed needs assessment for a new library for North Long Beach.
- Operated 12 Family Learning Centers, one at each library. Approximately 34,000 students received homework help through the Family Learning Centers.
- Completed substantial Americans with Disabilities Act (ADA) upgrades at Bay Shore, Dana and El Dorado neighborhood libraries and the Main Branch to improve access.
  - In partnership with the Citizens Advisory Commission on Disabilities (CACOD), created an innovative Information Center for People with Disabilities at the Main Library, which features state-of-the-art assistive and adaptive technologies. Over 1,000 customers accessed the Center's services in the first six months of operation.
- Held Third Annual Book Week (The "Readers' Grand Prix"), a citywide festival of reading, featuring a broad array of programs related to the "Freedom Writers Diary" at libraries, high schools, Center Theater, Museum of Latin American Art (MOLAA) and other venues throughout the city.
- Book discussion programs are flourishing at six neighborhood libraries.

### **Education and Youth**

- Targeted crime prevention and intervention through numerous literacy programs for youth. Innovative library services and creative program delivery for children, teens and families were implemented through outreach initiatives, including Raising-A-Reader, Communities Organizing Resources to Advance Learning (CORAL), Library Card Campaign, parent workshops, Community-Based English Tutoring (CBET) program, Neighborhood Police Centers, library homework assistance and reading programs (12 Family Learning Centers, Summer Reading Program) and volunteer opportunities (Teen Councils, service learning positions, Bookworm Buddy program). The Department's overall goal is to promote student academic achievement, reading and school readiness and youth violence prevention.



## **Fiscal Year 2004 Strategic Plan Accomplishments**

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- Services to preschoolers, ages 0 – five:
  - Implemented Phase I of the new grant-funded Raising-A-Reader program focusing on reading and school readiness skills for preschool children.
  - Presented to 180 preschool educators at the fifth annual Building Educational Success Through the Arts (BEST Arts) Conference on the importance of reading aloud, storytime, and the use of sign language in working with preschool children.
- Services to youth, grades Kindergarten – Eighth:
  - Family Learning Centers maintained at all 12 libraries, with funding from the Long Beach Public Library (LBPL) Foundation. Centers provide special services to youth and their parents (reading/homework assistance and computer training).
  - Continued the CORAL after school learning program with funding from the James Irvine Foundation to provide out-of-school enrichment to six neighborhoods.
  - Conducted the fourth annual Library Card Campaign outreach to 10,000 first graders, with a \$20,000 grant from Verizon SuperPages.
  - Implemented the second annual Dictionary Days partnership project, with a \$15,000 grant from the Miller Foundation and the LBPL Foundation, which presented a personal dictionary to every third grade student in Long Beach.
  - Planned the new Summer Reading Club for 2004, sponsored by the City, the Helen Fuller Cultural Carousel, Metropolitan Cooperative Library System (MCLS), and Boeing California, with a new emphasis on reading every day.
  - Expanded the Summer Reading Program to five school-age community partners through a grant from the American Library Association.
- Services to teens:
  - The joint library card application pilot partnership expanded to Mark Twain Library and Franklin Middle School, and resulted in a 36 percent increase in new Franklin cardholders (approximately 500 cardholders).
  - Enhanced Teen Summer Reading Program was implemented, encouraging writing, volunteer opportunities and book discussion at four libraries.
- Services to families:
  - Implemented new technologies at all libraries to help preschool children, their parents and English-language learners hear books 'read out loud' through Leap Pad units of specially developed books and computerized wands.
  - Expanded bilingual parent workshops at three neighborhood police stations based upon an FY 03 pilot series at the Willmore Police Center.
  - Partnered with the LBUUSD Community-Based English Tutoring (CBET) Program to reach 23 adult classrooms of English learners and their young children, and offered tours, programs and resources in bilingual formats.
- Strengthened partnership with LBUUSD:
  - Partnered with Children's Home Society and LBUUSD Head Start and Child Development Centers to distribute early learning aids and Pre-Kindergarten guidelines to parents.

## **Fiscal Year 2004 Strategic Plan Accomplishments**

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- Implemented the second annual Dictionary Days project and the first annual spelling bee in partnership with the LBUSD Superintendent, third grade teachers and school librarians, with a \$15,000 Miller Foundation grant.
  - As mentioned above, conducted the fourth annual Library Card Campaign.
  - Participated in the City of Long Beach/LBUSD Library Services Partnering Committee.
  - Participated in the Gang and Youth Violence Prevention Resource Team.
  - Participated in the After School Advocacy Partnership (ASAP) with LBUSD and the Parks, Recreation and Marine Department, resulting in a 21st Century Community Learning Center grant award of \$15 million over a period of five years for an after school program at 24 elementary and middle schools in Long Beach.
- Bridged the “Digital Divide” of the “Info-Haves and Info Have-Nots”
    - Implemented year four of the Library’s Five-year Technology Plan, which ensures the efficient and cost effective delivery of services that support patron and staff activities. FY 04 saw a major upgrade to the automated library system.
    - Over 45,000 hits per month on Library’s web page (271 percent increase over five years and the City’s most active web page).
    - Continued 24/7 (AskNow) Reference Service that allows patrons to receive online reference service from a librarian 24 hours a day, seven days a week, via the Library’s web site. This is a collaborative project of the Metropolitan Cooperative Library System and selected libraries across the nation.
    - Provided patrons 24-hour access to the Library’s resources and on-line catalog through the Internet. Patrons may request delivery of materials to the closest library location 24 hours a day through the Internet and are notified when the materials arrive.
    - Planned redesign of Library’s website to stay current with industry standards and meet client demands and expectations.
  - Continued a strong collaboration with the private sector, non-profit agencies and public sector entities:
    - Created new and strengthened existing partnerships with over 55 community organizations.
    - Enhanced core services with more than \$7.6 million in new grant awards, including funding for the new MacArthur Park Library (the first 21st century library in Long Beach), the “Raising-A-Reader” pre-school initiative, ongoing support for 12 Family Learning Centers, the new Information Center for People with Disabilities, and e-rate monies to support telecommunication services.

## **Fiscal Year 2005 Department Opportunities and Challenges**

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### **Opportunities**

- The Library will apply for various grants and seek partnerships to provide reading readiness skills to youth ages three to five.
- The Library can work with early care and health care providers to promote Library preschool services.
- Strengthening and expanding educational partnerships with LBUSD, LBCC and California State University, Long Beach, would improve students' skills.
- Continue to establish partnerships with community groups to augment the Library's outreach efforts.
- The Library facility assessment will serve to guide and prioritize future improvements.
- The Library will continue to utilize state-of-the-art technology to enhance patrons' ability to access information.
- The Main Library will become a free wireless hot zone for Internet access. This will extend the Pine Avenue hot zone and allow the Library to offer state-of-the-art connectivity to patrons who have wireless devices capable of connecting to the Internet. There has been a great deal of demand for the Library to provide this service, and it is seen as a significant enhancement for the Main Library which lacks sufficient computer workstations to meet the high demands of patrons looking for an Internet connection.
- The Library will work with the LBPL Foundation on grant opportunities for funding programs that enhance core services.
- The Library Innovation Team will evaluate the best practices and develop ways to make services more responsive to customer needs given staffing, fiscal and facility constraints.
- The Library will continue to move forward with the phased expansion of theft-detection systems to protect valuable resources.
- A self check-out system will allow patrons in good standing to check out their own books, thereby reducing the routine workload of staff and allowing them to focus on more difficult customer service issues.
- Internet access to the Library's catalog 24 hours daily helps mitigate impact of reduced library hours of operation.

### **Challenges**

- Lack of funding to support core services, such as hours of operation and the materials budget, at a standard level. Also, funding from corporations and outside sources, particularly for after-school programs, could be jeopardized since reductions in hours limit and directly impact access to services and resources.
- Three-Year Financial Strategic Plan reductions have resulted in a 20 percent reduction in hours of service and a 26 percent reduction in the book budget.
- Long Beach libraries, as compared to neighboring jurisdictions (Los Angeles Public Library, Orange County Public Library and the County of Los Angeles Public Library) will be open 38 percent below the others' average number of hours per week in FY 05, thereby limiting the amount of hours available to provide public service.

## **Fiscal Year 2005 Department Opportunities and Challenges**

---

- The Library must strengthen and expand early learning opportunities through programs and services to ensure that every child enters school ready to learn.
- Increasing the participation of parents in their children's educational development.
- Clients' limited English skills make reaching and serving non-English residents difficult.
- Resources to fund programs are limited, particularly for technology, which is often not supported by grant funding.
- Meeting the growing demand for public access computers to use electronic resources.
- There is limited Capital Improvement Program funding for renovating existing library facilities. Numerous projects have been carried over a number of fiscal years. Current funding for those projects is inadequate to complete improvements.
- The Library's resource materials collection is limited and outdated. The system has not recovered from severe cutbacks in the materials budget in the early 1990s and successive cuts in FY 05 will increase the amount of dated materials. The proposed FY 05 reduction brings the Library materials budget back to the FY 2000 funding level.

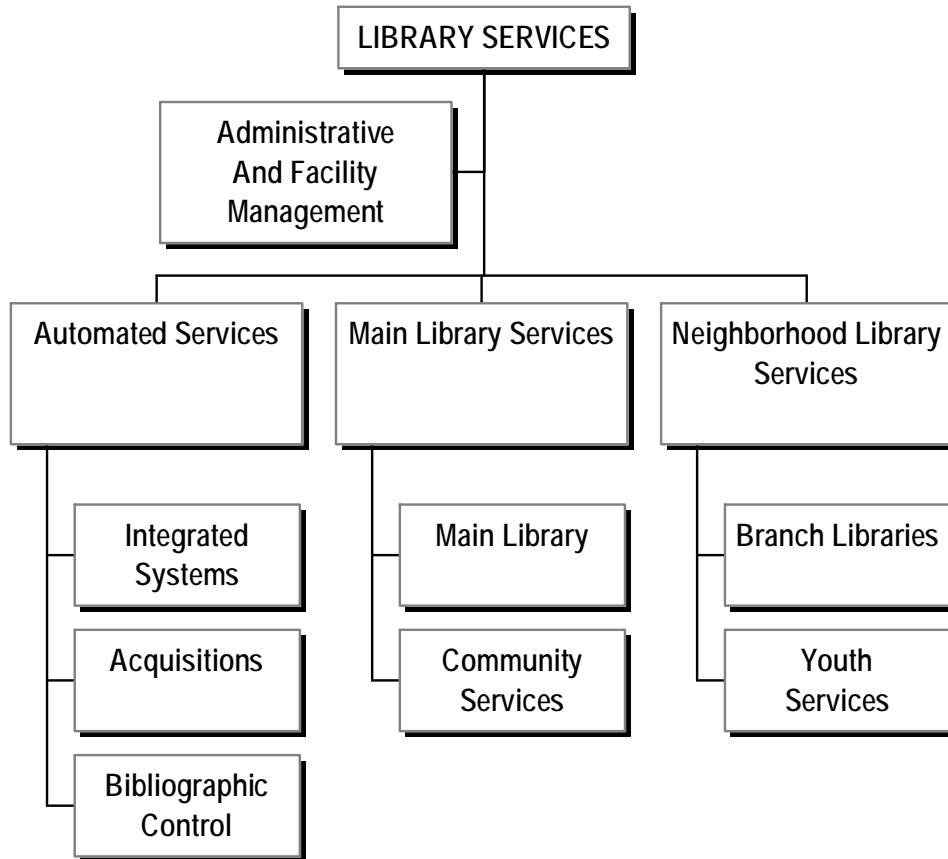
## **Year Two Implementation – Three-Year Financial Strategic Plan**

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### **Structural Deficit Reductions**

<b>DESCRIPTION</b>	<b>SERVICE IMPACT</b>
Further Reduction in Materials and Book Purchases (\$187,000)	Reduces materials and book budget an additional 14 percent over last year's reduction or 26 percent over two years, leaving a total of \$1,160,061 for FY 05, the same level of funding as in FY 2000.
Utilize Non-General Fund Support for Library Technology Needs (\$142,000)	Maintains schedule to install theft-detection systems and self check-out equipment in FY 05 while saving critical General Fund resources.
Reduce Administrative Support Staffing (\$64,000)	Less coordination for the Community Resource File (CRF), which is a database of information on City resources.
Color Printing Fee of \$0.30 per Page on Library Computers, Fee of \$5.00 to Fax or Mail an Article or Piece of Music, and a Fee of \$10.00 for an Obituary Search (\$600)	Provides revenue to cover cost of service.





## LIBRARY SERVICES

*The Department of Library Services is committed to meeting the information needs of our culturally diverse and dynamic population. We provide quality library service through a staff that is responsive, expert and takes pride in service. We offer a wide selection of resources and materials representing all points of view. We support life-long learning, intellectual curiosity and free access to information.*

### **Key Contacts**

Eleanore Schmidt, Director

Laurel Pryszczy, Manager, Automated Services, and Acting Manager, Main Library  
Services

Nancy Messineo, Manager, Neighborhood Library Services

101 Pacific Avenue  
Long Beach, CA 90802  
Phone: (562) 570-7500  
TDD: (562) 570-6744  
Fax: (562) 570-7408  
[www.lbpl.org](http://www.lbpl.org)



## Department Goals and Related Services

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### **Goal 1 Increase youth and adult literacy**

#### **Strategic Plan Goal**

**N3, Y4, Y5**

#### **Service/Program**

Lend Materials for Home Use

Provide Educational Programs

Provide Homework Assistance and Resources through Family Learning Centers

### **Goal 2 Enhance the community's ability to access information to meet educational, recreational and cultural needs**

#### **Strategic Plan Goal**

**N1, N3, Y4**

#### **Service/Program**

Deliver Books and Other Resource Materials to Library Sites

Market the Library's Services to the Community, Including Schools

Provide Assistance on the Library's Computer System and Website

Provide Government Information at the City Hall Information Desk (City Source)

Provide Homework Assistance and Other Resources to Foster Lifelong Learning

Provide Library Services to the Disabled

Provide Library Services to the Homebound

Provide Web-based Services for Remote Users

Provide/Maintain State of the Art Computers & Networks for Access to Electronic Resources & Internet

Respond to Requests for Information Assistance (in-person, via telephone and 24/7 via website)

### **Goal 3 Ensure that the level of resource materials meets the needs of a highly diverse public**

#### **Strategic Plan Goal**

**N3**

#### **Service/Program**

Develop and Maintain Library Collections in Various Formats

### **Goal 4 Provide library facilities that are safe, accessible and responsive to the community's changing needs**

#### **Strategic Plan Goal**

**N1**

#### **Service/Program**

Operate and Maintain Library Facilities for the Public's Use

### **Goal 5 Provide efficient and effective administrative support to Department operations to ensure optimal service delivery**

#### **Strategic Plan Goal**

**S3**

#### **Service/Program**

Department Administration

## **Fiscal Year 2004 Strategic Plan Accomplishments**

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### **Neighborhood Development**

- Two new neighborhood libraries (replacing Mark Twain and North) are under development, the first 21<sup>st</sup> century libraries in Long Beach and the first new neighborhood libraries to be built since 1970. They will replace inadequate facilities built in the 1950s.
- Awarded \$6.5 million in funding from the California Reading and Literacy Improvement and Public Library Construction and Renovation Bond Act for the construction of the new MacArthur Park Branch Library (formerly Mark Twain).
- Completed needs assessment for a new library for North Long Beach.
- Operated 12 Family Learning Centers, one at each library. Approximately 34,000 students received homework help through the Family Learning Centers.
- Completed substantial Americans with Disabilities Act (ADA) upgrades at Bay Shore, Dana and El Dorado neighborhood libraries and the Main Branch to improve access.
  - In partnership with the Citizens Advisory Commission on Disabilities (CACOD), created an innovative Information Center for People with Disabilities at the Main Library, which features state-of-the-art assistive and adaptive technologies. Over 1,000 customers accessed the Center's services in the first six months of operation.
- Held Third Annual Book Week (The "Readers' Grand Prix"), a citywide festival of reading, featuring a broad array of programs related to the "Freedom Writers Diary" at libraries, high schools, Center Theater, Museum of Latin American Art (MOLAA) and other venues throughout the city.
- Book discussion programs are flourishing at six neighborhood libraries.

### **Education and Youth**

- Targeted crime prevention and intervention through numerous literacy programs for youth. Innovative library services and creative program delivery for children, teens and families were implemented through outreach initiatives, including Raising-A-Reader, Communities Organizing Resources to Advance Learning (CORAL), Library Card Campaign, parent workshops, Community-Based English Tutoring (CBET) program, Neighborhood Police Centers, library homework assistance and reading programs (12 Family Learning Centers, Summer Reading Program) and volunteer opportunities (Teen Councils, service learning positions, Bookworm Buddy program). The Department's overall goal is to promote student academic achievement, reading and school readiness and youth violence prevention.

## **Fiscal Year 2004 Strategic Plan Accomplishments**

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- Services to preschoolers, ages 0 – five:
  - Implemented Phase I of the new grant-funded Raising-A-Reader program focusing on reading and school readiness skills for preschool children.
  - Presented to 180 preschool educators at the fifth annual Building Educational Success Through the Arts (BEST Arts) Conference on the importance of reading aloud, storytime, and the use of sign language in working with preschool children.
- Services to youth, grades Kindergarten – Eighth:
  - Family Learning Centers maintained at all 12 libraries, with funding from the Long Beach Public Library (LBPL) Foundation. Centers provide special services to youth and their parents (reading/homework assistance and computer training).
  - Continued the CORAL after school learning program with funding from the James Irvine Foundation to provide out-of-school enrichment to six neighborhoods.
  - Conducted the fourth annual Library Card Campaign outreach to 10,000 first graders, with a \$20,000 grant from Verizon SuperPages.
  - Implemented the second annual Dictionary Days partnership project, with a \$15,000 grant from the Miller Foundation and the LBPL Foundation, which presented a personal dictionary to every third grade student in Long Beach.
  - Planned the new Summer Reading Club for 2004, sponsored by the City, the Helen Fuller Cultural Carousel, Metropolitan Cooperative Library System (MCLS), and Boeing California, with a new emphasis on reading every day.
  - Expanded the Summer Reading Program to five school-age community partners through a grant from the American Library Association.
- Services to teens:
  - The joint library card application pilot partnership expanded to Mark Twain Library and Franklin Middle School, and resulted in a 36 percent increase in new Franklin cardholders (approximately 500 cardholders).
  - Enhanced Teen Summer Reading Program was implemented, encouraging writing, volunteer opportunities and book discussion at four libraries.
- Services to families:
  - Implemented new technologies at all libraries to help preschool children, their parents and English-language learners hear books 'read out loud' through Leap Pad units of specially developed books and computerized wands.
  - Expanded bilingual parent workshops at three neighborhood police stations based upon an FY 03 pilot series at the Willmore Police Center.
  - Partnered with the LBUSD Community-Based English Tutoring (CBET) Program to reach 23 adult classrooms of English learners and their young children, and offered tours, programs and resources in bilingual formats.
- Strengthened partnership with LBUSD:
  - Partnered with Children's Home Society and LBUSD Head Start and Child Development Centers to distribute early learning aids and Pre-Kindergarten guidelines to parents.

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## **Year Two Implementation – Three-Year Financial Strategic Plan**

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### **Structural Deficit Reductions**

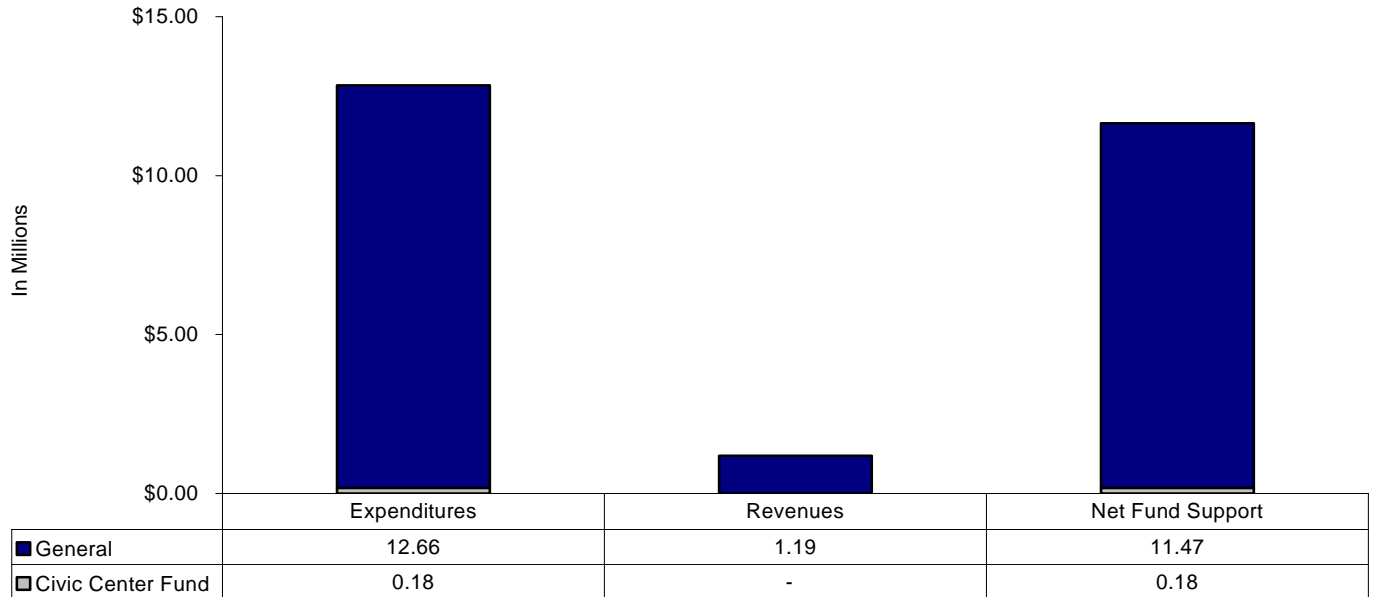
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# Library Services Department Summary

Adopted\* FY 05 Budget by Fund



	Actual FY 03	Adopted* FY 04	Adjusted FY 04	Year End** FY 04	Adopted* FY 05
<b>Expenditures:</b>					
Salaries, Wages and Benefits	7,700,487	8,253,948	8,280,718	7,385,889	9,137,508
Materials, Supplies and Services	1,378,539	1,124,514	1,276,351	1,341,117	1,796,601
Internal Support	620,164	633,457	634,457	669,514	676,331
Capital Purchases	1,732,024	1,416,930	1,465,172	1,631,428	1,229,714
Debt Service	-	-	-	-	-
Transfers from Other Funds	175,000	-	-	450,719	-
Prior Year Encumbrance	-	-	-	-	-
<b>Total Expenditures</b>	<b>11,606,214</b>	<b>11,428,849</b>	<b>11,656,698</b>	<b>11,478,667</b>	<b>12,840,154</b>
<b>Revenues:</b>					
Property Taxes	-	-	-	-	-
Other Taxes	-	-	-	-	-
Licenses and Permits	-	-	-	-	-
Fines and Forfeitures	-	-	-	-	-
Use of Money & Property	8,993	8,700	8,700	12,298	8,300
Revenue from Other Agencies	545,570	213,042	244,596	273,616	216,057
Charges for Services	389,645	346,738	346,738	352,515	347,338
Other Revenues	373,549	545,642	556,452	219,699	623,264
Interfund Services - Charges	-	-	-	-	-
Intrafund Services - GP Charges	-	-	-	-	-
Harbor P/R Revenue Transfers	-	-	-	-	-
Other Financing Sources	-	-	-	-	-
Operating Transfers	-	-	-	-	-
<b>Total Revenues</b>	<b>1,317,757</b>	<b>1,114,122</b>	<b>1,156,486</b>	<b>858,129</b>	<b>1,194,959</b>
<b>Personnel (Full-time Equivalents)</b>	<b>165.16</b>	<b>158.44</b>	<b>158.44</b>	<b>158.44</b>	<b>155.11</b>

\* Amounts exclude all-years carryover. See budget ordinance in the front section of this document.

\*\* Unaudited

# Automated Services Bureau Summary

## Services Provided:

Oversee collection, acquisition, and cataloging functions, and maintain electronic resources available to patrons and staff, including the Library's online integrated library system, website, and leased databases. Maintain all computer hardware, including servers, printers, and personal computers.

## Service Improvement Objectives:

Achieve a two-week turnaround time from receipt of new materials to having materials available to the public.  
Respond to customer service calls within 24 hours.  
Expand electronic access to additional library databases and collections and alternative methods of providing library services through advanced technology.  
Maintain the number of website visits at FY 04 level.

	Actual FY 03	Adopted* FY 04	Adjusted FY 04	Year End** FY 04	Adopted* FY 05
<b>Quantitative Measures of Service:</b>					
% of new materials turnaround in two weeks	85%	85%	85%	85%	85%
% of 24-hour responses to service calls	85%	85%	85%	85%	85%
# of items added to the collection	71,366	60,000	60,000	81,131	78,651
# of website visits	426,503	447,828	447,828	541,200	541,200
<b>Expenditures:</b>					
Salaries, Wages and Benefits	603,650	698,503	698,503	608,840	728,086
Materials, Supplies and Services	562,203	479,100	572,985	635,143	479,100
Internal Support	220,469	362,240	362,240	232,954	260,477
Capital Purchases	167,413	61,053	63,052	60,161	61,053
Debt Service	-	-	-	-	-
Transfers From Other Funds	-	-	-	252	-
Prior Year Encumbrance	-	-	-	-	-
Total Expenditures	1,553,735	1,600,896	1,696,780	1,537,350	1,528,716
<b>Revenues:</b>					
Property Taxes	-	-	-	-	-
Other Taxes	-	-	-	-	-
Licenses and Permits	-	-	-	-	-
Fines and Forfeitures	-	-	-	-	-
Use of Money & Property	-	-	-	-	-
Revenue from Other Agencies	-	-	-	10,000	-
Charges for Services	-	300	300	-	300
Other Revenues	-	-	-	-	-
Interfund Services - Charges	-	-	-	-	-
Intrafund Services - GP Charges	-	-	-	-	-
Harbor P/R Revenue Transfers	-	-	-	-	-
Other Financing Sources	-	-	-	-	-
Operating Transfers	-	-	-	-	-
Total Revenues	-	300	300	10,000	300
<b>Personnel (Full-time Equivalents)</b>	12.87	12.87	12.87	12.87	11.87

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\*\* Unaudited

# Neighborhood Libraries Bureau Summary

## Services Provided:

Access to library materials, professional assistance and programs to meet informational, educational, recreational, cultural and business needs.

## Service Improvement Objectives:

Maintain the level of library materials circulated in FY 04 to reflect continuing reduced open hours.  
 Maintain the level of usage of the Family Learning Centers in FY 04 to reflect continuing reduced open hours.  
 Maintain the level of new youth library cardholders (ages 5-17) issued in FY 04 to reflect reduced hours.  
 Self-service placement of holds on materials at FY 04 level.  
 Telecirc usage by 5% above the Estimated FY 04 level.

	Actual FY 03	Adopted* FY 04	Adjusted FY 04	Year End** FY 04	Adopted* FY 05
<b>Quantitative Measures of Service:</b>					
Materials circulated	1,294,793	1,035,834	1,035,834	945,600	945,600
Family Learning Centers usage	34,373	27,498	27,498	32,758	32,758
# of new youth cardholders	9,582	7,665	7,665	7,666	7,666
# of self-service placement holds	70,953	74,500	74,500	27,376	27,376
# of phone notifications and renewals	186,732	196,069	196,069	131,375	131,375
<b>Expenditures:</b>					
Salaries, Wages and Benefits	3,236,675	3,393,073	3,393,073	2,998,942	3,825,842
Materials, Supplies and Services	290,558	281,346	301,308	305,614	953,433
Internal Support	147,598	149,025	149,625	160,729	197,838
Capital Purchases	779,300	815,865	845,883	943,075	703,637
Debt Service	-	-	-	-	-
Transfers From Other Funds	75,000	-	-	237,196	-
Prior Year Encumbrance	-	-	-	-	-
Total Expenditures	4,529,131	4,639,309	4,689,889	4,645,554	5,680,750
<b>Revenues:</b>					
Property Taxes	-	-	-	-	-
Other Taxes	-	-	-	-	-
Licenses and Permits	-	-	-	-	-
Fines and Forfeitures	-	-	-	-	-
Use of Money & Property	4,257	4,700	4,700	3,190	2,900
Revenue from Other Agencies	371,625	152,186	152,186	185,808	155,201
Charges for Services	230,688	193,047	193,047	202,382	193,047
Other Revenues	261,968	482,161	483,961	121,320	528,458
Interfund Services - Charges	-	-	-	-	-
Intrafund Services - GP Charges	-	-	-	-	-
Harbor P/R Revenue Transfers	-	-	-	-	-
Other Financing Sources	-	-	-	-	-
Operating Transfers	-	-	-	-	-
Total Revenues	868,537	832,094	833,894	512,700	879,606
<b>Personnel (Full-time Equivalents)</b>	78.01	75.92	75.92	75.92	74.64

\* Amounts exclude all-years carryover. See budget ordinance in the front section of this document.

\*\* Unaudited

# Executive Office Bureau Summary

## Services Provided:

Oversight for all Department functions including general personnel, financial management, administrative support and facility maintenance.

## Service Improvement Objectives:

Ensure that the Department's appropriation is used in the most efficient and effective way to meet the needs of library users.

Continue to seek funding for enhancements and innovative services from outside sources.

Continue to seek partnerships and co-sponsorships for Department programs and activities.

Participate in the process for constructing a new neighborhood library to replace Mark Twain.

Continue the planning process for a replacement neighborhood library for North.

	Actual FY 03	Adopted* FY 04	Adjusted FY 04	Year End** FY 04	Adopted* FY 05
<b>Quantitative Measures of Service:</b>					
Ensure compliance with spending directive	100%	100%	100%	100%	100%
Donations and contributions	\$395,000	\$560,374	\$560,374	\$510,834	\$643,548
Grant awards (Adopted FY 02 did not include Public Library Foundation grant funds)	\$493,392	\$426,042	\$426,042	\$491,759	\$454,759
# of partnerships/co-sponsorships	55	55	55	55	55
# of ongoing replacement library projects	2	2	2	2	2
<b>Expenditures:</b>					
Salaries, Wages and Benefits	810,587	796,334	796,334	825,157	903,559
Materials, Supplies and Services	424,893	311,973	323,279	249,563	311,973
Internal Support	176,151	80,356	80,356	186,693	147,431
Capital Purchases	279,603	-	-	2,253	-
Debt Service	-	-	-	-	-
Transfers From Other Funds	-	-	-	-	-
Prior Year Encumbrance	-	-	-	-	-
Total Expenditures	1,691,234	1,188,663	1,199,969	1,263,665	1,362,963
<b>Revenues:</b>					
Property Taxes	-	-	-	-	-
Other Taxes	-	-	-	-	-
Licenses and Permits	-	-	-	-	-
Fines and Forfeitures	-	-	-	-	-
Use of Money & Property	7	1,000	1,000	-	-
Revenue from Other Agencies	104,000	60,856	60,856	1,000	60,856
Charges for Services	-	-	-	-	-
Other Revenues	14	-	-	-	-
Interfund Services - Charges	-	-	-	-	-
Intrafund Services - GP Charges	-	-	-	-	-
Harbor P/R Revenue Transfers	-	-	-	-	-
Other Financing Sources	-	-	-	-	-
Operating Transfers	-	-	-	-	-
Total Revenues	104,021	61,856	61,856	1,000	60,856
<b>Personnel (Full-time Equivalents)</b>	11.70	11.70	11.70	11.70	11.70

\* Amounts exclude all-years carryover. See budget ordinance in the front section of this document.

\*\* Unaudited

# Main Library Bureau Summary

## Services Provided:

Access to library materials, professional assistance and programs to meet informational, educational, recreational, cultural and business needs.

## Service Improvement Objectives:

Maintain the level of library materials circulated in FY 04 to reflect current open hours.  
 Maintain the level of usage of the Family Learning Centers in FY 04.  
 Maintain the level of new youth library cardholders (ages 5 - 17) issued in FY 04.  
 Maintain self-service placement of holds on materials at FY 04 level.  
 Maintain Telecirc usage at FY 04 level.  
 Increase the number of visits to the Information Center for People with Disabilities by 5%.

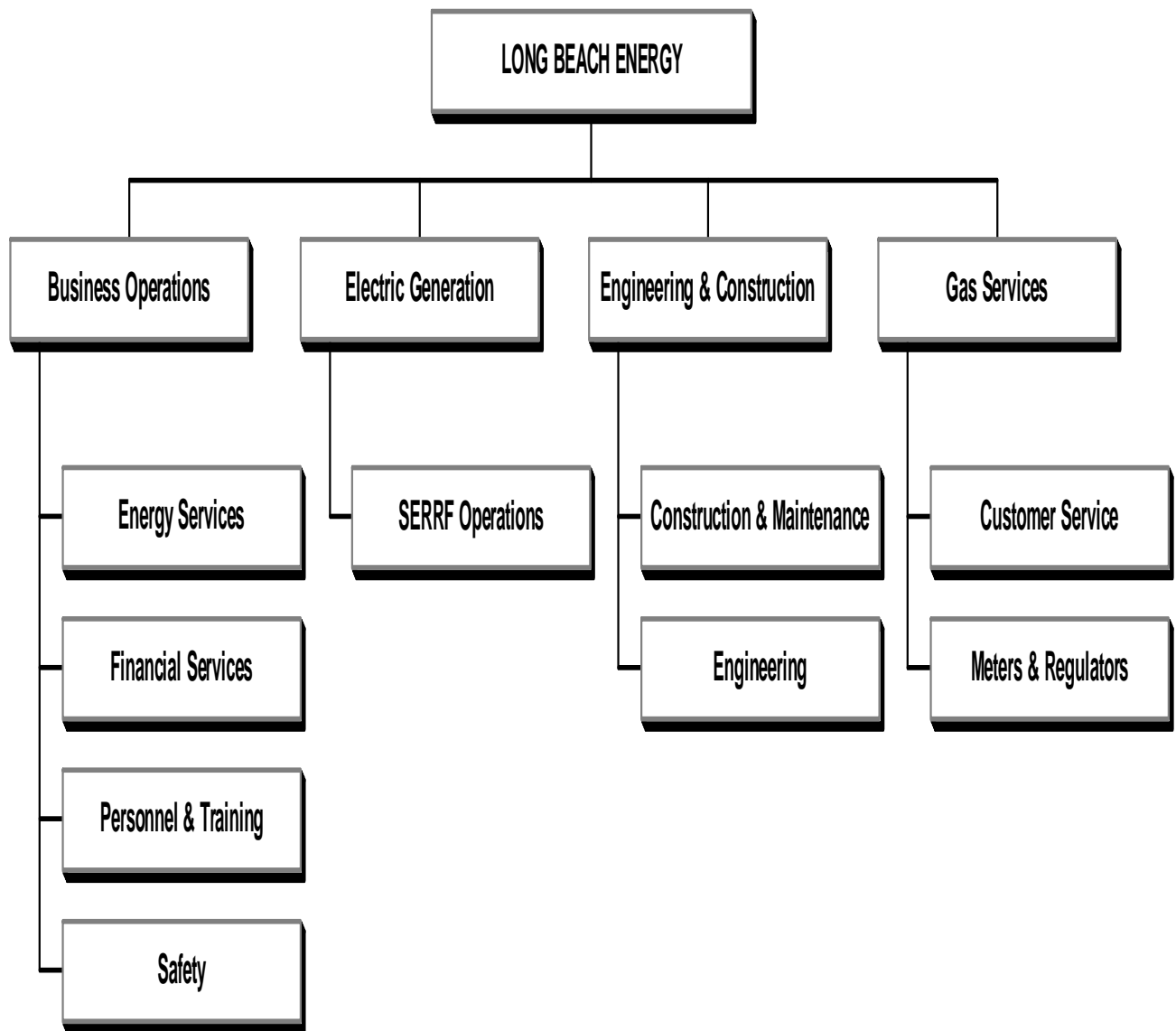
	Actual FY 03	Adopted* FY 04	Adjusted FY 04	Year End** FY 04	Adopted* FY 05
<b>Quantitative Measures of Service:</b>					
Materials circulated	482,594	439,161	439,161	541,104	541,104
Family Learning Centers usage	6,242	5,680	5,680	7,322	7,322
# of new youth cardholders	2,674	2,433	2,433	2,433	2,433
# of self-service placement holds	47,302	49,667	49,667	41,582	41,582
# of phone notifications and renewals	124,488	130,712	130,712	87,583	87,583
# of visits to Information Center for People with Disabilities	N/A	N/A	N/A	1,427	1,508
<b>Expenditures:</b>					
Salaries, Wages and Benefits	3,049,574	3,366,039	3,392,809	2,952,950	3,680,022
Materials, Supplies and Services	100,885	52,095	78,778	150,798	52,095
Internal Support	75,947	41,836	42,236	89,138	70,585
Capital Purchases	505,708	540,012	556,237	625,939	465,024
Debt Service	-	-	-	-	-
Transfers From Other Funds	100,000	-	-	213,272	-
Prior Year Encumbrance	-	-	-	-	-
Total Expenditures	3,832,114	3,999,982	4,070,060	4,032,097	4,267,726
<b>Revenues:</b>					
Property Taxes	-	-	-	-	-
Other Taxes	-	-	-	-	-
Licenses and Permits	-	-	-	-	-
Fines and Forfeitures	-	-	-	-	-
Use of Money & Property	4,729	3,000	3,000	9,108	5,400
Revenue from Other Agencies	69,945	-	31,554	76,808	-
Charges for Services	158,957	153,391	153,391	150,133	153,991
Other Revenues	111,567	63,481	72,491	98,379	94,806
Interfund Services - Charges	-	-	-	-	-
Intrafund Services - GP Charges	-	-	-	-	-
Harbor P/R Revenue Transfers	-	-	-	-	-
Other Financing Sources	-	-	-	-	-
Operating Transfers	-	-	-	-	-
Total Revenues	345,199	219,872	260,436	334,428	254,197
<b>Personnel (Full-time Equivalents)</b>	62.58	57.95	57.95	57.95	56.90

\* Amounts exclude all-years carryover. See budget ordinance in the front section of this document.

\*\* Unaudited

# Library Services Department Personal Services

Classification	FY 03 Adopt FTE	FY 04 Adopt FTE	FY 05 Adopt FTE	FY 04 Adopted Budget	FY 05 Adopted Budget
Director-Library Services	1.00	1.00	1.00	126,393	126,393
Accounting Clerk III	1.00	1.00	1.00	39,447	39,447
Administrative Analyst III	1.00	1.00	1.00	70,374	70,374
Administrative Intern-NC/H33	10.90	16.01	13.73	375,439	321,641
Administrative Officer-Library	1.00	1.00	1.00	76,905	76,905
Building Services Supervisor	1.00	1.00	1.00	37,716	37,716
Carpenter	1.00	1.00	1.00	48,174	48,174
Community Information Specialist II	1.00	1.00	1.00	38,440	38,440
Computer Operator I – NC	0.70	0.70	0.70	25,456	29,288
Department Librarian I	13.00	11.00	10.00	672,641	610,694
Department Librarian II	5.00	5.00	6.00	334,289	391,759
Executive Secretary	1.00	1.00	1.00	49,970	49,970
General Librarian I	7.84	5.67	5.49	256,915	256,695
General Librarian I-NC	1.10	0.30	0.30	12,909	12,916
General Librarian II	26.00	25.00	27.00	1,396,626	1,509,995
Library Aide	1.00	1.00	1.00	28,363	28,363
Library Aide – NC	0.50	0.50	0.50	8,369	8,373
Library Circulation Supervisor	1.00	1.00	1.00	45,819	45,819
Library Clerk I	26.07	23.33	22.76	717,008	701,766
Library Clerk II	19.30	19.30	18.30	694,531	658,629
Library Clerk III	4.00	4.00	3.00	157,786	112,598
Library Clerk IV	2.00	2.00	2.00	79,167	84,767
Library Youth Services Officer	1.00	1.00	1.00	77,615	77,615
Maintenance Assistant II-NC	0.70	0.70	0.70	21,910	22,121
Manager-Automated Services-Library	1.00	1.00	1.00	80,250	80,250
Manager-Neighborhood Library Services	1.00	1.00	1.00	93,553	93,553
Manager-Main Library Services	1.00	1.00	1.00	87,888	87,888
Messenger/Mail Clerk II	1.00	1.00	1.00	36,672	36,672
Page	0.50	0.50	0.50	7,502	7,502
Page-NC	27.55	24.43	24.13	377,369	372,935
Payroll/Personnel Assistant II	1.00	1.00	1.00	37,588	37,588
Secretary	2.00	2.00	2.00	80,860	80,860
Systems Analyst II	1.00	1.00	1.00	58,923	58,923
Systems Technician I	1.00	1.00	1.00	43,524	35,719
<b>Subtotal Salaries</b>	165.16	158.44	155.11	6,296,392	6,252,347
<b>Overtime</b>	---	---	---	4,728	4,728
<b>Fringe Benefits</b>	---	---	---	1,568,998	2,647,352
<b>Administrative Overhead</b>	---	---	---	383,829	233,081
<b>Salary Savings</b>	---	---	---	---	---
<b>Total</b>	165.16	158.44	155.11	8,253,948	9,137,508



# LONG BEACH ENERGY

*The Department's mission is to provide the residents and businesses of Long Beach and Signal Hill with safe, efficient, high quality, and price competitive natural gas utility.*

## **Key Contacts**

Christopher J. Garner, Director

Daniel Howard, Manager, Gas Services Bureau

Charles R. Tripp, Manager, Electric Generation Bureau (S.E.R.R.F.)

Susan Welsh, Manager, Business Operations Bureau

Alan Winter, Manager, Engineering and Construction Bureau

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Long Beach, CA 90806  
Phone: (562) 570-2000  
Fax: (562) 570-2008  
[www.lbenenergy.org](http://www.lbenenergy.org)



## Department Goals and Related Services

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		<u>Strategic Plan Goal</u>
<b>Goal 1</b>	<b>Provide safe, reliable and cost effective energy to the citizens and businesses of Long Beach</b>	<b>B5, E1</b>
	<u>Service/Program</u>	
	Communication Center Operation	
	Customer Service Support	
	Gas Distribution System-Operations and Maintenance	
	Low Income Discount Program	
	Natural Gas Supply, Capacity, Storage, Billing and Tariff Administration	
	Operate and Maintain the Natural Gas Infrastructure in Compliance With Department of Transportation Regulations	
	Regulatory Compliance	
	South East Resource Recovery Facility – Waste Diversion and Electricity Production	

		<u>Strategic Plan Goal</u>
<b>Goal 2</b>	<b>Provide efficient and effective administrative support to Department operations to ensure optimal service delivery</b>	<b>B5</b>
	<u>Service/Program</u>	
	Commercial Services Billing Services	
	Department Management and Administration	
	Facility Maintenance	
	Purchasing, Inventory and Warehousing Functions	
	Safety Awareness and OSHA Compliance	

**Note: The Environmental Services Bureau and the Fleet Services Bureau were transferred to the Public Works Department in FY 05. Also, the positions of Director of Long Beach Energy and Director of Oil Properties are being consolidated, resulting in a reduction of a management position.**

## **Fiscal Year 2004 Strategic Plan Accomplishments**

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### **Business Growth and Workforce Development**

- Conducted performance reviews/evaluations of Fleet Services operations, Towing Services operations, fleet body shop contracts and fleet fuel contracts.

### **Environmental**

- Reduced air pollution by replacing our street sweepers and automated refuse fleets with 21 alternative-fueled Liquid Natural Gas (LNG) refuse packers and 20 LNG Street Sweepers, which replaced 41 diesel-powered vehicles. An additional 11 LNG refuse packers have been ordered to replace 11 aging diesel vehicles.
- The City purchased five hybrid electric/gasoline sedans for use by departments. The hybrid vehicle is a very low emission, high mileage vehicle.
- Expanded residential and commercial recycling collection including replacement of 18-gallon recycling bins with 96 or 64 gallon rolling carts for collection. The program had been limited to City accounts for buildings with ten or fewer units. The expanded program includes all City accounts and is realizing a 40% increase in residential recycling tonnage.

### **Community Safety**

- Assisted Code Enforcement activities with the removal and impounding of 85 vehicles by the Towing Operations Division of the Fleet Services Bureau.
- Continued to address illegal dumping in alleys by supporting neighborhood cleanups and working with property owners and private haulers to maintain the area of alley space adjacent to their buildings.
- Deployed video surveillance cameras in alleys citywide to discourage illegal dumping. Alleys where cameras have been deployed have shown a significant decrease in illegal dumping.
- Continued to partner with the Long Beach Police Department to provide citywide anti-scavenging enforcement.

### **Neighborhood Development**

- Continued the "Adopt-A-Street" program where sponsors adopt ½ mile segments of Long Beach streets to be cleaned of litter and debris on a monthly basis. Approximately 11 – ½ mile segments are adopted each year.

## **Fiscal Year 2004 Strategic Plan Accomplishments**

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- Purchased new frontloading refuse collection vehicles to service densely populated areas with alley collection. These vehicles will allow the City to deploy larger capacity trash bins making collection more efficient, reducing litter and reducing the volume of heavy-duty vehicle traffic in alleys. Vehicles are expected to arrive in September 2004.

### **Education and Youth**

- Revitalized the City's Traveling Recycling Educational Center (TREC) program. The TREC truck has been completely refurbished and the recycling lesson plans have been updated to remain in compliance with the Long Beach Unified School District accepted science and math curriculum. In addition, the Environmental Services Bureau is now teamed up with the Department of Health and Human Services (DHHS) to provide a companion program in which DHHS teaches students about household hazardous waste and pollution prevention. The new program was initiated in June 2004.
- Expanded a pilot citywide, weekly school-recycling program. Currently 39 LBUSD schools are voluntarily participating in this program, which provides curbside recycling and environmental education opportunities for LBUSD schools.

## **Fiscal Year 2005 Department Opportunities and Challenges**

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### **Opportunities**

- The Gas Services Bureau in FY05 will implement a pilot soft close program to generate savings. The Soft-Close pilot program is due to come on line in late FY 04. The Soft-Close program delays the actual turn-off of gas services for 30 days following a request for service termination. The goal is to reduce service trips to the premises, assuming that a new tenant typically signs up for service within 30 days.
- In FY 2005, the Electric Generation Bureau, or Southeast Resource Recovery Facility (S.E.R.R.F.) will be faced with a number of unique opportunities. The facility is now almost 17 years old and the Department is currently developing a new Capital Replacement and Capital Improvement Program for the facility. S.E.R.R.F. will also perform a major maintenance turbine outage during the next fiscal year. As part of the Capital Replacement and Improvement program, S.E.R.R.F. will attempt to reduce the 3-week turbine outage by replacement of major parts rather than rebuilding existing equipment. S.E.R.R.F. is also optimizing operations to enhance revenue by an estimated \$500,000 annually.
- The Department is currently the most active Department in the City's Reassignment for Training Program. The Department has taken the opportunity to rotate inexperienced personnel into new job assignments, and has developed a number of in-house training programs as well as used external training programs and consultants to hold in-house classes to train and develop City employees. All of these factors, when combined, provide for a better-trained and more productive work force.

### **Challenges**

- Due to budget limitations, non-critical capital investments in the gas pipeline infrastructure have been deferred over the past few years. The majority of the City's pipeline was installed in the 1930s, 40s and 50s. The overall system, as monitored by leak survey and corrosion survey, suggests that the infrastructure is sound and has no fundamental vulnerabilities. However, the infrastructure continues to age and regardless of how effectively maintained will eventually require capital investment.

As such, the Department contracted with an industry expert to provide a comprehensive analysis and evaluation of the long-term maintenance plan and financial requirements of the City's natural gas pipeline infrastructure.

- The Long Beach Energy (LBE) gas pipeline system consists of over 1,800 miles of underground pipelines. The pipeline system must be safely maintained in compliance with the U.S. Department of Transportation (DOT) guidelines and standards.

## **Fiscal Year 2005 Department Opportunities and Challenges**

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DOT's Office of Pipeline Safety (OPS) audited the City's natural gas pipeline system and gas operations in December of 2003 and April 2004. LBE had previously conducted an internal audit and while virtually all practices were DOT compliant, it was discovered that operations in the area of cathodic protection were not compliant.

As a result of the internal audit and prior to the DOT/OPS audit, LBE developed a recovery plan and contracted with a heavy construction contractor to facilitate LBE compliance in the areas where cathodic protection was deficient.

It will be several months until the audit results are available to the Department.

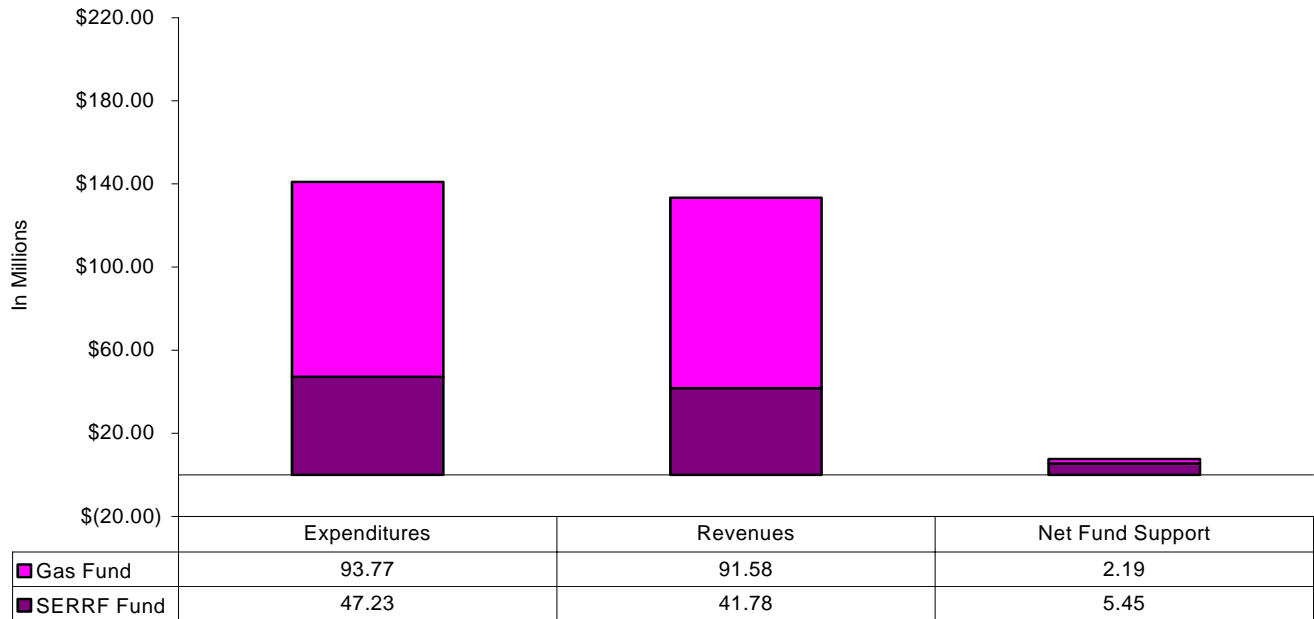
- The hiring freeze and reduced staffing levels has had a significant impact on the Gas Services Bureau. New service delivery approaches are being implemented to address budget reductions such as the Soft-Close program. In addition, service request response time has been extended to the industry average of 3 days. The upcoming gas pilot lighting season will be particularly challenging.
- The demand for natural gas has continued to grow due to the proliferation of natural gas fired power plants, while producers have been struggling to maintain supplies. This will most likely result in gas price increases in the coming months. Industry futures indicate that natural gas prices may continue to rise for the next year. North American natural gas reserves have been slowly declining since the 1980's and producers anticipate flat supply scenarios for the future.
- A major challenge facing the Electric Generation Bureau (S.E.R.R.F.) is to reduce the Turbine Generator maintenance outage by at least a week from three weeks to two weeks.

## Structural Deficit Reductions

DESCRIPTION	SERVICE IMPACT
<p>Reduce Legislative Advocate Contract (\$50,000)</p> <ul style="list-style-type: none"> <li>The reduction would cut by one-third the monitoring of Federal and State Agencies</li> </ul>	<p>Reduces legislative analysis and support.</p>
<p>Phase-out of the Compressed Natural Gas program (\$139,000)</p> <ul style="list-style-type: none"> <li>Eliminate 1 Gas Field Service Representative III</li> <li>These stations will be phased out as the City instead converts its heavy duty fleet to Liquid Natural Gas</li> </ul>	<p>Approximately 296 City vehicles are supplied natural gas vehicle fuel through this program. In addition, about 200 private customers use Long Beach's CNG fueling stations.</p>
<p>Defer non-critical infrastructure maintenance (\$500,000)</p>	<p>This reduction defers capital investment in the gas pipeline infrastructure.</p>
<p>Reduce administrative support for Business Development customers (\$144,000)</p> <ul style="list-style-type: none"> <li>Eliminate 1 Administrative Analyst III</li> </ul>	<p>This Division handles requests from the public regarding their natural gas bills, produces publications, including the WAVE bill stuffer and provides information on energy efficiency. The elimination of this division would increase calls handled by the Commercial Services Bureau, and require other employees to absorb these duties.</p>
<p>Long Beach Energy Department Reorganization (\$484,000)</p> <ul style="list-style-type: none"> <li>Eliminates management and support positions while shares cost of executive management of Oil Properties and Long Beach Energy which recently consolidated management under one director</li> </ul>	<p>No service impacts are anticipated.</p>
<p>General Gas Rate Increase (\$2,000,000)</p> <ul style="list-style-type: none"> <li>LBE proposes to adjust the current gas rate schedules to be comparable with other Southern California gas utilities</li> <li>2.3 percent gas rate increase</li> <li>\$0.83 average increase per residential household per bill</li> </ul>	<p>This result in a slight increase in LBE customers' natural gas bills. The average residential bill will increase by \$0.83.</p>

# Long Beach Energy Department Summary

Adopted\* FY 05 Budget by Fund



	Actual FY 03	Adopted* FY 04	Adjusted FY 04	Year End** FY 04	Adopted* FY 05
<b>Expenditures:</b>					
Salaries, Wages and Benefits	30,005,610	34,770,179	34,770,179	31,003,779	15,597,029
Materials, Supplies and Services	105,924,182	106,115,554	110,567,560	114,529,934	98,087,698
Internal Support	25,102,609	27,033,451	26,267,364	24,532,882	7,314,323
Capital Purchases	9,926,419	9,625,693	17,797,271	11,638,872	809,700
Debt Service	3,625,298	3,535,295	4,301,382	4,297,492	1,037,021
Transfers from Other Funds	26,044,991	15,108,189	18,080,248	19,303,373	18,148,559
Prior Year Encumbrance	-	-	-	-	-
<b>Total Expenditures</b>	<b>200,629,109</b>	<b>196,188,361</b>	<b>211,784,004</b>	<b>205,306,331</b>	<b>140,994,331</b>
<b>Revenues:</b>					
Property Taxes	-	-	-	-	-
Other Taxes	-	-	-	-	-
Licenses and Permits	1,348,706	1,051,750	1,051,750	1,211,397	-
Fines and Forfeitures	4,914,178	5,455,400	5,455,400	6,017,881	-
Use of Money & Property	3,956,982	3,667,557	3,667,557	3,638,881	1,303,286
Revenue from Other Agencies	662,344	456,831	1,556,831	1,007,856	-
Charges for Services	149,201,408	165,387,328	159,387,328	160,607,419	130,764,306
Other Revenues	4,079,244	3,333,537	3,333,537	8,579,810	946,000
Interfund Services - Charges	24,351,922	24,292,834	24,292,834	23,319,212	345,822
Intrafund Services - GP Charges	32,346	30,998	30,998	32,346	-
Harbor P/R Revenue Transfers	-	-	-	-	-
Other Financing Sources	-	-	2,921,418	2,921,418	-
Operating Transfers	-	-	-	-	-
<b>Total Revenues</b>	<b>188,547,130</b>	<b>203,676,235</b>	<b>201,697,653</b>	<b>207,336,219</b>	<b>133,359,414</b>
<b>Personnel (Full-time Equivalents)</b>	<b>546.26</b>	<b>519.76</b>	<b>519.76</b>	<b>519.76</b>	<b>197.25</b>

\* Amounts exclude all-years carryover. See budget ordinance in the front section of this document.

\*\* Unaudited

# Business Operations Bureau Summary

## Services Provided:

Administrative support functions; including payroll, personnel, accounting, budget preparation and management, revenue development, warehousing/inventory, purchasing, customer relations, safety, and the purchasing and transportation of natural gas to meet the requirements of all customers.

## Service Improvement Objectives:

Ensure the Department's expenditures stay within budget appropriation limits and revenues meet projections.

Decrease the number of lost time injuries for the Department by 5 percent.

Ensure the safe delivery of services through employee training.

Procure at least 90 percent, but no more than 110 percent, of the monthly natural gas requirements of all customers so as to not incur gas balancing penalties from Southern California Gas Company (SoCalGas).

Procure gas at a price equal to or less than the published Southern California Gas Company core procurement price.

To procure gas at a price equal to or less than the published border price index.

	Actual FY 03	Adopted* FY 04	Adjusted FY 04	Year End** FY 04	Adopted* FY 05
<b>Quantitative Measures of Service:</b>					
% of expenditures to operating budget	89%	98%	93%	95%	98%
% of actual revenues to budget	92%	100%	97%	97%	100%
# of lost time injuries per fiscal year	n/a	n/a	n/a	n/a	31
# of training sessions conducted	n/a	15	100	50	50
% of gas requirements procured	100%	100%	100%	100%	100%
% of gas purchase price to SoCalGas core procurement price	New	New	100%	90%	90%
% of gas purchase price to border index	99%	99%	96%	99%	99%
<b>Expenditures:</b>					
Salaries, Wages and Benefits	1,939,022	3,295,724	2,178,956	2,058,930	2,165,722
Materials, Supplies and Services	176,870	139,859	202,216	95,744	53,718,271
Internal Support	646,881	807,779	807,779	794,323	1,092,311
Capital Purchases	8,965	-	-	-	-
Debt Service	1,128,537	1,037,636	1,037,636	1,037,619	1,037,021
Transfers From Other Funds	15,350,000	11,578,634	11,578,634	11,583,634	15,581,559
Prior Year Encumbrance	-	-	-	-	-
Total Expenditures	19,250,275	16,859,632	15,805,221	15,570,250	73,594,884
<b>Revenues:</b>					
Property Taxes	-	-	-	-	-
Other Taxes	-	-	-	-	-
Licenses and Permits	-	-	-	-	-
Fines and Forfeitures	-	-	-	-	-
Use of Money & Property	642,555	300,630	300,630	490,460	302,286
Revenue from Other Agencies	-	-	-	-	-
Charges for Services	1,040,653	984,236	984,236	993,686	89,380,889
Other Revenues	1,919	-	-	4,751	-
Interfund Services - Charges	-	-	-	-	-
Intrafund Services - GP Charges	-	-	-	-	-
Harbor P/R Revenue Transfers	-	-	-	-	-
Other Financing Sources	-	-	-	-	-
Operating Transfers	-	-	-	-	-
Total Revenues	1,685,127	1,284,866	1,284,866	1,488,897	89,683,175
<b>Personnel (Full-time Equivalents)</b>	27.00	24.00	24.00	24.00	22.25

\* Amounts exclude all-years carryover. See budget ordinance in the front section of this document.

\*\* Unaudited



# Electric Generation Bureau Summary

## Services Provided:

Disposal of residential and commercial refuse for transformation into saleable electricity.

## Service Improvement Objectives:

Receive and process 479,000 tons of municipal solid waste.

Generate 212,000,000 kilowatt-hours of electricity.

	Actual FY 03	Adopted* FY 04	Adjusted FY 04	Year End** FY 04	Adopted* FY 05
<b>Quantitative Measures of Service:</b>					
Refuse tons received	494,464	470,000	485,000	490,000	479,000
Kilowatt-hours generated	230,712,107	221,000,000	228,000,000	233,000,000	212,000,000
<b>Expenditures:</b>					
Salaries, Wages and Benefits	316,193	306,831	306,831	317,912	405,278
Materials, Supplies and Services	41,838,524	41,753,359	43,955,444	40,463,242	42,598,870
Internal Support	670,717	769,367	769,367	763,158	765,879
Capital Purchases	374,148	750,000	750,000	264,307	750,000
Debt Service	1,500	-	-	300	-
Transfers From Other Funds	10,097,629	2,563,952	4,765,687	4,767,187	2,567,000
Prior Year Encumbrance	-	-	-	-	-
Total Expenditures	53,298,710	46,143,509	50,547,329	46,576,105	47,087,027
<b>Revenues:</b>					
Property Taxes	-	-	-	-	-
Other Taxes	-	-	-	-	-
Licenses and Permits	-	-	-	-	-
Fines and Forfeitures	-	-	-	-	-
Use of Money & Property	1,112,422	1,280,000	1,280,000	842,062	1,001,000
Revenue from Other Agencies	-	-	-	-	-
Charges for Services	40,380,773	40,313,671	40,313,671	41,225,712	39,834,000
Other Revenues	1,317,600	1,162,000	1,162,000	1,365,086	946,000
Interfund Services - Charges	-	-	-	-	-
Intrafund Services - GP Charges	-	-	-	-	-
Harbor P/R Revenue Transfers	-	-	-	-	-
Other Financing Sources	-	-	-	-	-
Operating Transfers	-	-	-	-	-
Total Revenues	42,810,794	42,755,671	42,755,671	43,432,860	41,781,000
<b>Personnel (Full-time Equivalents)</b>	3.00	3.00	3.00	3.00	4.00

\* Amounts exclude all-years carryover. See budget ordinance in the front section of this document.

\*\* Unaudited

# Energy Services Bureau Summary

## Services Provided:

Purchase and transport natural gas to meet the requirements of all customers at the lowest available cost.  
To promote efficient energy usage at all City facilities.

## Service Improvement Objectives:

To procure at least 90 percent, but no more than 110 percent, of the monthly natural gas requirements of all customers so as to not incur gas balancing penalties from Southern California Gas Company (SoCalGas).  
To procure gas at a price equal to or less than the published border price index.  
To procure gas at a price equal to or less than the published Southern California Gas Company core procurement price.

## Note:

The Energy Services Bureau has been eliminated from the Long Beach Energy Department in FY 05.

	Actual FY 03	Adopted* FY 04	Adjusted FY 04	Year End** FY 04	Adopted* FY 05
<b>Quantitative Measures of Service:</b>					
% of gas requirements procured	100%	100%	100%	100%	N/A
% of gas purchase price to border price index	99%	99%	96%	99%	N/A
% of gas purchase price to SoCalGas core procurement price	New	New	100%	90%	N/A
<b>Expenditures:</b>					
Salaries, Wages and Benefits	480,860	442,876	480,516	360,164	-
Materials, Supplies and Services	45,904,427	47,427,140	51,875,518	52,735,618	-
Internal Support	129,676	102,198	102,198	83,393	-
Capital Purchases	-	-	-	-	-
Debt Service	-	-	-	-	-
Transfers From Other Funds	89,199	84,199	84,199	84,199	-
Prior Year Encumbrance	-	-	-	-	-
Total Expenditures	46,604,162	48,056,413	52,542,430	53,263,373	N/A
<b>Revenues:</b>					
Property Taxes	-	-	-	-	-
Other Taxes	-	-	-	-	-
Licenses and Permits	-	-	-	-	-
Fines and Forfeitures	-	-	-	-	-
Use of Money & Property	1,929	2,256	2,256	-	-
Revenue from Other Agencies	-	-	-	-	-
Charges for Services	73,065,808	82,486,767	82,486,767	81,005,596	-
Other Revenues	(2,136)	-	-	4,654,778	-
Interfund Services - Charges	-	-	-	-	-
Intrafund Services - GP Charges	-	-	-	-	-
Harbor P/R Revenue Transfers	-	-	-	-	-
Other Financing Sources	-	-	-	-	-
Operating Transfers	-	-	-	-	-
Total Revenues	73,065,600	82,489,023	82,489,023	85,660,374	N/A
<b>Personnel (Full-time Equivalents)</b>	7.00	6.00	6.00	6.00	N/A

\* Amounts exclude all-years carryover. See budget ordinance in the front section of this document.

\*\* Unaudited

# Engineering and Construction Bureau Summary

## Services Provided:

Engineering design, operation, and maintenance of the gas distribution system.  
 Provide inspection services for gas pipeline construction.  
 Maintain records and reports in compliance with regulatory requirements.  
 Construct improvements to the current natural gas distribution system; replace and extend pipeline; and inspect City and private gas-related construction.

## Service Improvement Objectives:

Maintain an average engineering cost of 4.5 percent of construction costs.  
 Perform an effective leak survey program on one-third of the gas distribution system annually.  
 Replace 18 miles of gas main and service pipelines annually.

	Actual FY 03	Adopted* FY 04	Adjusted FY 04	Year End** FY 04	Adopted* FY 05
<b>Quantitative Measures of Service:</b>					
% of engineering costs to total project costs	4.5%	4.5%	4.5%	4.5%	4.5%
% of system surveyed	33%	33%	33%	33%	33%
Miles of gas service pipeline installed*	7	7	13	13	12
Miles of gas main pipeline installed*	8	8	5	5	7
* (contract and in-house)					
<b>Expenditures:</b>					
Salaries, Wages and Benefits	5,123,633	6,153,756	6,749,779	5,750,252	7,381,511
Materials, Supplies and Services	2,045,306	1,991,676	(1,897,315)	3,656,856	1,091,676
Internal Support	1,078,451	1,057,088	1,057,088	936,613	920,991
Capital Purchases	39,670	43,200	60,648	22,082	43,200
Debt Service	-	-	-	-	-
Transfers From Other Funds	-	-	-	-	-
Prior Year Encumbrance	-	-	-	-	-
Total Expenditures	8,287,061	9,245,719	5,970,200	10,365,802	9,437,379
<b>Revenues:</b>					
Property Taxes	-	-	-	-	-
Other Taxes	-	-	-	-	-
Licenses and Permits	-	-	-	-	-
Fines and Forfeitures	-	-	-	-	-
Use of Money & Property	-	-	-	-	-
Revenue from Other Agencies	-	-	-	-	-
Charges for Services	625,471	6,210,700	210,700	533,422	10,700
Other Revenues	27,824	-	-	10,039	-
Interfund Services - Charges	-	-	-	-	-
Intrafund Services - GP Charges	-	-	-	-	-
Harbor P/R Revenue Transfers	-	-	-	-	-
Other Financing Sources	-	-	-	-	-
Operating Transfers	-	-	-	-	-
Total Revenues	653,295	6,210,700	210,700	543,461	10,700
<b>Personnel (Full-time Equivalents)</b>	99.00	95.00	95.00	95.00	95.00

\* Amounts exclude all-years carryover. See budget ordinance in the front section of this document.

\*\* Unaudited

# Environmental Services Bureau Summary

FY 05 Budget information for this bureau is located in the Environmental Services Bureau Summary in the Public Works Department Chapter.

## Services Provided:

Refuse collection, recycling, street sweeping, parking enforcement and Recycling Market Development Zone services.

## Service Improvement Objectives:

Improve the appearance and quality of life in neighborhoods and business districts by collecting illegally-dumped items.  
Continue to provide two free special collections to City-serviced accounts to help residents dispose of bulky items.  
Continue the public education efforts at schools regarding recycling through the Traveling Recycling Education Center (TREC).

Continue to implement automated refuse collection to City-serviced accounts.

Increase the number of tons of materials recycled through promotion of the City's recycling program.

	Actual FY 03	Adopted* FY 04	Adjusted FY 04	Year End** FY 04	Adopted* FY 05
<b>Quantitative Measures of Service:</b>					
# of dumped items collected	5,715	6,000	6,000	6,000	N/A
# of special items collected	12,805	14,500	14,500	13,809	N/A
# of school visits by TREC	26	35	35	12	N/A
Additional automated refuse accounts	3,000	9,000	9,000	8,000	N/A
Tons of materials recycled	16,264	17,500	17,500	24,000	N/A
% of Heavy-duty Fleet operating on alternative fuels	27	N/A	N/A	42	N/A
<b>Expenditures:</b>					
Salaries, Wages and Benefits	10,308,708	11,506,971	11,506,971	10,187,155	-
Materials, Supplies and Services	5,533,019	5,883,242	5,908,075	5,425,660	-
Internal Support	16,667,258	18,212,885	17,446,798	15,934,950	-
Capital Purchases	7,500	-	2,925,168	2,924,615	-
Debt Service	-	-	766,087	766,087	-
Transfers From Other Funds	8,163	6,563	6,563	4,967	-
Prior Year Encumbrance	-	-	-	-	-
Total Expenditures	32,524,648	35,609,661	38,559,661	35,243,435	N/A
<b>Revenues:</b>					
Property Taxes	-	-	-	-	-
Other Taxes	-	-	-	-	-
Licenses and Permits	1,348,706	1,051,750	1,051,750	1,211,578	-
Fines and Forfeitures	4,914,178	5,455,400	5,455,400	6,000,191	-
Use of Money & Property	256,856	228,284	228,284	296,654	-
Revenue from Other Agencies	662,344	456,831	456,831	1,007,849	-
Charges for Services	27,469,994	27,604,524	27,604,524	28,447,910	-
Other Revenues	1,700,972	1,678,405	1,678,405	1,897,928	-
Interfund Services - Charges	175,525	130,987	130,987	188,510	-
Intrafund Services - GP Charges	32,346	30,998	30,998	32,346	-
Harbor P/R Revenue Transfers	-	-	-	-	-
Other Financing Sources	-	-	2,921,418	2,921,418	-
Operating Transfers	-	-	-	-	-
Total Revenues	36,560,920	36,637,179	39,558,597	42,004,384	N/A
<b>Personnel (Full-time Equivalents)</b>	185.26	184.26	184.26	184.26	N/A

\* Amounts exclude all-years carryover. See budget ordinance in the front section of this document.

\*\* Unaudited

# Fleet Services Bureau Summary

FY 05 Budget information for this bureau is located in the Fleet Services Bureau Summary in the Public Works Department Chapter.

## Services Provided:

Fleet acquisition and maintenance.  
Regional Underground Petroleum Storage Tank Program (UPST).  
Towing services and vehicle lien sales.

## Service Improvement Objectives:

Maintain City vehicle availability levels.  
Maintain active site UPST permits for all 34 City-owned petroleum storage tanks.  
Reach goal of 20,325 billable tows.  
Maximize return on lien sales.  
Maintain the annual towing and impound damage claims paid under \$20,000.

	Actual FY 03	Adopted* FY 04	Adjusted FY 04	Year End** FY 04	Adopted* FY 05
<b>Quantitative Measures of Service:</b>					
Fleet billable hours	93,554	85,000	85,000	77,000	N/A
Total # of UPST permits for all 34 City-owned petroleum storage tanks	34	34	34	34	N/A
Total billable vehicles towed	19,972	20,000	20,000	20,250	N/A
Avg. price per vehicle sold at lien sales	\$387	\$400	\$400	\$390	N/A
Total paid/loss towing damage claims	\$16,478	\$20,000	\$20,000	\$18,000	N/A
<b>Expenditures:</b>					
Salaries, Wages and Benefits	7,708,731	8,434,283	8,434,283	7,908,891	-
Materials, Supplies and Services	9,951,436	8,219,204	9,400,280	11,662,049	-
Internal Support	953,496	1,029,024	1,029,024	1,047,291	-
Capital Purchases	9,459,930	8,815,993	14,044,617	8,306,784	-
Debt Service	2,495,261	2,497,659	2,497,659	2,493,486	-
Transfers From Other Funds	500,000	874,841	1,645,165	2,863,386	-
Prior Year Encumbrance	-	-	-	-	-
Total Expenditures	31,068,854	29,871,004	37,051,029	34,281,888	N/A
<b>Revenues:</b>					
Property Taxes	-	-	-	-	-
Other Taxes	-	-	-	-	-
Licenses and Permits	-	-	-	(181)	-
Fines and Forfeitures	-	-	-	17,690	-
Use of Money & Property	1,943,221	1,856,387	1,856,387	2,009,705	-
Revenue from Other Agencies	-	-	1,100,000	6	-
Charges for Services	5,601,795	5,713,483	5,713,483	6,724,035	-
Other Revenues	1,032,764	493,132	493,132	621,987	-
Interfund Services - Charges	23,917,334	23,816,025	23,816,025	22,860,234	-
Intrafund Services - GP Charges	-	-	-	-	-
Harbor P/R Revenue Transfers	-	-	-	-	-
Other Financing Sources	-	-	-	-	-
Operating Transfers	-	-	-	-	-
Total Revenues	32,495,114	31,879,027	32,979,027	32,233,476	N/A
<b>Personnel (Full-time Equivalents)</b>	138.00	130.50	130.50	130.50	N/A

\* Amounts exclude all-years carryover. See budget ordinance in the front section of this document.

\*\* Unaudited

# Gas Services Bureau Summary

## Services Provided:

Process and respond to gas calls for customer service, including emergency response, gas and water turn on/off and safety appliance service; and install, replace and repair gas meters and regulators.

## Service Improvement Objectives:

Respond to 95 percent of emergency gas calls for service within 30 minutes (during normal business hours).  
 Perform 80 percent of gas customer service appointments within a scheduled 4-hour appointment window.  
 Maintain the gas pressure in the gas distribution system between 7 and 40 psi at all times.

	Actual FY 03	Adopted* FY 04	Adjusted FY 04	Year End** FY 04	Adopted* FY 05
<b>Quantitative Measures of Service:</b>					
% of emergency gas calls for service responded to within 30 minutes	New	95%	95%	95%	95%
% of appointments completed within 4-hour window.	New	80%	80%	80%	80%
% of time gas pressure is between 7 and 40 psi.	New	100%	100%	100%	100%
<b>Expenditures:</b>					
Salaries, Wages and Benefits	4,128,463	4,629,738	5,112,843	4,420,475	5,644,518
Materials, Supplies and Services	474,601	701,074	1,123,343	490,766	678,881
Internal Support	4,956,131	5,055,110	5,055,110	4,973,153	4,535,142
Capital Purchases	36,206	16,500	16,838	121,083	16,500
Debt Service	-	-	-	-	-
Transfers From Other Funds	-	-	-	-	-
Prior Year Encumbrance	-	-	-	-	-
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Total Expenditures	9,595,401	10,402,422	11,308,133	10,005,477	10,875,041
<b>Revenues:</b>					
Property Taxes	-	-	-	-	-
Other Taxes	-	-	-	-	-
Licenses and Permits	-	-	-	-	-
Fines and Forfeitures	-	-	-	-	-
Use of Money & Property	-	-	-	-	-
Revenue from Other Agencies	-	-	-	-	-
Charges for Services	1,016,914	2,073,947	2,073,947	1,677,058	1,538,717
Other Revenues	302	-	-	25,240	-
Interfund Services - Charges	259,064	345,822	345,822	270,468	345,822
Intrafund Services - GP Charges	-	-	-	-	-
Harbor P/R Revenue Transfers	-	-	-	-	-
Other Financing Sources	-	-	-	-	-
Operating Transfers	-	-	-	-	-
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Total Revenues	1,276,280	2,419,769	2,419,769	1,972,766	1,884,539
<b>Personnel (Full-time Equivalents)</b>	87.00	77.00	77.00	77.00	76.00

\* Amounts exclude all-years carryover. See budget ordinance in the front section of this document.

\*\* Unaudited

## Long Beach Energy Department Personal Services

<b>Classification</b>	<b>FY 03 Adopt FTE</b>	<b>FY 04 Adopt FTE</b>	<b>FY 05 Adopt FTE</b>	<b>FY 04 Adopted Budget</b>	<b>FY 05 Adopted Budget</b>
Director - Long Beach Energy	1.00	1.00	0.50	156,291	78,145
Accountant III	1.00	-	-	-	-
Accounting Clerk II	1.00	1.00	1.00	36,672	32,876
Accounting Clerk III	1.00	2.00	2.00	73,159	78,893
Accounting Technician	2.00	2.00	2.00	87,049	87,049
Administrative Aide II	2.00	2.00	1.00	87,742	44,078
Administrative Analyst I	1.00	1.00	-	52,010	-
Administrative Analyst II	2.00	1.00	1.00	62,281	65,160
Administrative Analyst III	5.00	5.00	1.00	341,911	70,374
Assistant Administrative Analyst I	1.00	1.00	1.00	48,433	48,433
Carpenter	1.00	-	-	-	-
Clerk Typist I	1.00	1.00	-	27,701	-
Clerk Typist II	4.00	3.00	-	99,060	-
Clerk Typist III	11.00	11.00	2.00	410,278	75,176
Clerk Typist IV	1.00	1.00	-	40,430	-
Community Information Specialist I	0.63	0.63	-	18,785	-
Community Information Specialist II	0.75	0.75	-	24,662	-
Construction Inspector I	2.00	2.00	4.00	96,575	201,967
Construction Inspector II	4.00	4.00	4.00	246,481	246,278
Corrosion Control Supervisor	1.00	1.00	1.00	63,893	52,277
Customer Relations Officer	1.00	-	-	-	-
Customer Service Representative I	5.00	5.00	-	141,845	-
Customer Service Representative II	4.00	4.00	-	132,546	-
Customer Service Representative III	3.00	2.00	1.00	78,893	39,447
Department Safety Officer	1.00	1.00	1.00	75,030	75,030
Electrician	1.00	1.00	1.00	50,680	50,680
Engineering Aide III	1.00	1.00	1.00	40,351	40,351
Engineering Technician I	2.00	2.00	2.00	92,973	94,507
Engineering Technician II	4.00	4.00	4.00	201,770	204,085
Equipment Mechanic I	25.00	21.00	-	985,083	-
Equipment Mechanic II	28.00	27.00	2.00	1,363,456	82,831
Executive Secretary	1.00	1.00	0.75	45,698	34,273
Financial Services Officer	1.00	1.00	1.00	75,030	75,030
Fleet Services Supervisor	9.00	9.00	-	483,740	-
Garage Service Attendant I	20.00	20.00	-	714,272	-
Garage Service Attendant I-NC	7.00	6.50	-	195,501	-
Garage Service Attendant II	9.00	9.00	-	332,572	-
Garage Service Attendant III	3.00	3.00	-	127,772	-
Gardener II	1.00	-	-	-	-
Gas Crew Utility Assistant I	3.00	3.00	3.00	103,944	111,866
Gas Crew Utility Assistant II	27.00	27.00	27.00	1,062,556	1,001,673
Gas Crew Utility Assistant III	10.00	10.00	10.00	427,979	446,623
Gas Distribution Supervisor I	6.00	6.00	6.00	333,715	339,442
Gas Distribution Supervisor II	1.00	2.00	2.00	118,110	127,009
Gas Field Service Representative I	2.00	-	-	-	-
Gas Field Service Representative II	51.00	46.00	46.00	1,882,596	1,862,504
Gas Field Service Representative III	17.00	15.00	14.00	670,683	618,743
<b>Subtotal Page 1</b>	<b>286.38</b>	<b>266.88</b>	<b>142.25</b>	<b>11,710,209</b>	<b>6,284,802</b>

# Long Beach Energy Department Personal Services

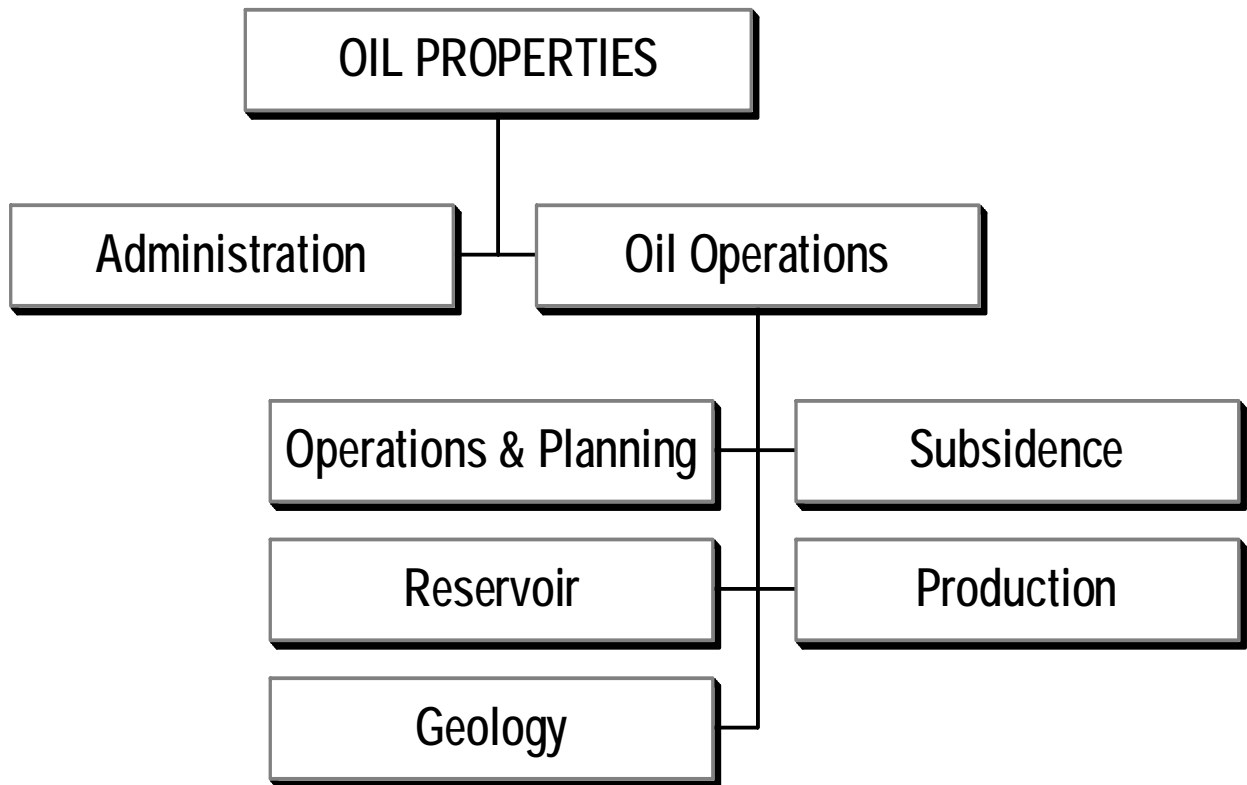
Classification	FY 03 Adopt FTE	FY 04 Adopt FTE	FY 05 Adopt FTE	FY 04 Adopted Budget	FY 05 Adopted Budget
<b>Subtotal Page 1</b>	286.38	266.88	142.25	11,710,209	6,284,802
Gas Instrument Technician	4.00	4.00	4.00	197,516	197,516
Gas Maintenance Supervisor I	12.00	12.00	10.00	648,709	534,261
Gas Maintenance Supervisor II	1.00	1.00	1.00	63,504	63,504
Gas Measurement Assistant	-	-	-	-	-
General Maintenance Supervisor II	1.00	1.00	1.00	48,809	49,379
Helicopter Mechanic	1.00	1.00	-	48,653	-
Maintenance Assistant I	3.00	2.00	1.00	55,585	29,812
Maintenance Assistant II	1.00	-	-	-	-
Maintenance Assistant III	1.00	1.00	-	35,719	-
Manager-Business Operations	1.00	1.00	0.50	108,545	51,621
Manager-Electric Generation	1.00	1.00	1.00	114,130	114,130
Manager-Energy Services	1.00	1.00	-	92,037	-
Manager-Engineering & Construction	1.00	1.00	1.00	115,047	115,047
Manager-Environmental Services	1.00	1.00	-	111,608	-
Manager-Fleet Services	1.00	1.00	-	112,004	-
Manager-Gas Services	1.00	1.00	1.00	83,597	83,597
Mechanical Engineer	3.00	3.00	3.00	234,742	231,213
Mechanical Equipment Stock Clerk I	5.00	5.00	-	179,682	-
Mechanical Equipment Stock Clerk II	2.00	2.00	-	79,167	-
Motor Sweeper Operator	18.00	18.00	-	756,482	-
Parking Control Checker I	19.00	18.00	-	615,517	-
Parking Control Checker I-NC	2.90	4.90	-	143,080	-
Parking Control Checker II	5.00	3.00	-	115,320	-
Parking Control Supervisor	1.00	1.00	-	49,379	-
Payroll/Personnel Assistant II	2.00	2.00	1.00	68,026	37,588
Payroll/Personnel Assistant III	1.00	1.00	0.75	41,415	31,062
Personnel And Training Officer	1.00	1.00	0.75	81,683	67,814
Pipeline Welder	8.00	8.00	8.00	409,925	402,608
Recycling And Sustainability Officer	1.00	1.00	-	78,380	-
Recycling Specialist I	1.00	1.00	-	40,878	-
Recycling Specialist II	1.00	1.00	-	54,595	-
Refuse Field Investigator	3.00	3.00	-	124,644	-
Refuse Operator I	14.14	12.84	-	401,985	-
Refuse Operator I-NC	12.84	14.14	-	462,613	-
Refuse Operator II	4.00	4.00	-	157,788	-
Refuse Operator III	72.00	72.00	-	2,990,575	-
Refuse Supervisor	7.00	7.00	-	351,718	-
Secretary	7.00	7.00	4.00	275,804	161,720
Security Officer I	3.00	3.00	-	99,452	-
Security Officer II	2.00	2.00	-	76,167	-
Senior Accountant	1.00	1.00	1.00	70,374	70,374
Senior Civil Engineer	1.00	1.00	1.00	82,073	90,851
Senior Engineering Technician I	1.00	1.00	1.00	61,803	61,803
Senior Equipment Operator	5.00	5.00	5.00	242,329	245,691
Senior Mechanical Engineer	1.00	1.00	1.00	78,180	74,274
SERRF Operations Officer	1.00	1.00	1.00	80,808	80,808
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<b>Subtotal Page 2</b>	523.26	500.76	190.25	22,050,255	9,079,474



## Long Beach Energy Department Personal Services

<b>Classification</b>	<b>FY 03 Adopt FTE</b>	<b>FY 04 Adopt FTE</b>	<b>FY 05 Adopt FTE</b>	<b>FY 04 Adopted Budget</b>	<b>FY 05 Adopted Budget</b>
<b>Subtotal Page 2</b>	523.26	500.76	190.25	22,050,255	9,079,474
Special Projects Officer	1.00	1.00	-	90,419	-
Stock & Receiving Clerk	3.00	3.00	2.00	93,327	65,751
Storekeeper I	2.00	1.00	1.00	37,588	37,588
Storekeeper II	1.00	1.00	1.00	42,489	42,489
Superintendent-Engineering Services	1.00	1.00	1.00	95,039	95,039
Superintendent-Fleet Maintenance	1.00	1.00	-	88,834	-
Superintendent-Fleet Operations	1.00	1.00	-	87,297	-
Superintendent-Fleet Services	1.00	1.00	-	64,327	-
Superintendent-Gas Field & Technical Ops	1.00	1.00	1.00	83,879	83,879
Superintendent-Lien Sales	-	-	-	-	-
Superintendent-Meters & Regulators	1.00	-	-	-	-
Superintendent-Pipeline Construction	1.00	1.00	1.00	77,281	77,281
Superintendent-Ref Collection/St Sweeping	1.00	1.00	-	87,222	-
Superintendent-Towing	2.00	1.00	-	75,531	-
Supervisor Stores & Property	2.00	1.00	-	42,489	-
Supervisor-Waste Operations	2.00	2.00	-	114,940	-
Welder	2.00	2.00	-	98,758	-
<b>Subtotal Salaries</b>	546.26	519.76	197.25	23,229,676	9,481,502
<b>Overtime</b>	---	---	---	1,363,356	344,600
<b>Fringe Benefits</b>	---	---	---	9,245,303	5,417,241
<b>Administrative Overhead</b>	---	---	---	931,843	353,686
<b>Salary Savings</b>	---	---	---	---	---
<b>Total</b>	546.26	519.76	197.25	34,770,179	15,597,029





## OIL PROPERTIES

*The Department of Oil Properties is a team committed to serving the needs of its stakeholders and the community. We manage the City's oil and gas assets – protecting the environment, optimizing mineral resource production, and balancing oil field interests.*

### **Key Contacts**

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## Department Goals and Related Services

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<p><b>Goal 1    Protect the environment and ensure safe working conditions by proactive management of the oil operations</b></p> <p><u>Service/Program</u></p> <p>Environmental Protection and safe practices</p> <p>Land Use for Oil Operations</p> <p>Subsidence Management</p>	<p><u>Strategic Plan Goal</u></p> <p><b>E5</b></p>
<p><b>Goal 2    Ensure that the City's assets are profitable and properly maintained</b></p> <p><u>Service/Program</u></p> <p>Assessments of Economic Life of Operations</p> <p>Engineering Evaluations / Practices of Oil Operations and Projects</p> <p>Engineering Practices of Well Work</p> <p>Maintain Oil Facilities</p> <p>Minimize Oil Field Liabilities</p>	<p><u>Strategic Plan Goal</u></p> <p><b>E3, E5</b></p>
<p><b>Goal 3    Ensure oil operations adhere to all agreements, processes and public policy</b></p> <p><u>Service/Program</u></p> <p>Crude Oil Sell-Offs</p> <p>Department of Energy Grant Management</p> <p>Oil Operations Supervision</p> <p>Sale of Mineral Resources</p> <p>Manage Unit Operations</p> <p>Working Interest Owners Support</p>	<p><u>Strategic Plan Goal</u></p> <p><b>N/A</b></p>
<p><b>Goal 4    Provide efficient and effective administrative support to Department operations to ensure optimal service delivery</b></p> <p><u>Service/Program</u></p> <p>Department Administration</p>	<p><u>Strategic Plan Goal</u></p> <p><b>S3</b></p>

# **Fiscal Year 2004 Strategic Plan Accomplishments**

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## **Business Growth and Workforce Development**

- The Department's oil field contractors, Tidelands Oil Production Company and Thums Long Beach Company (Thums), each conducted highly successful drilling campaigns, resulting in increased crude oil production. The higher crude oil production, coupled with strong oil prices, increased crude oil revenue to the City, Harbor Department, State and private local interests. Increased oil revenues funded an additional \$4 million each to the Tidelands Operating Fund and the General Fund, over and above the budgeted transfers.
- The Department continued to reduce the City's forecasted oil field abandonment liability associated with its proprietary interests.
- The Department implemented new data acquisition technology using satellites to survey land elevation. The new technology, Global Positioning System (GPS) provides data more quickly, with the same or better accuracy, and at a lower cost. The GPS technology will continue to be used to monitor oil field elevations in the future after crude oil production has ceased.
- The Department, in conjunction with Thums, has been successfully and safely operating a 47-megawatt power plant, providing for cost savings over buying electricity. Recent plant upgrades have included the construction of a waste heat duct, allowing plant waste heat to be transferred to the adjacent Georgia-Pacific plant that benefits from the cheaper source of heat, which it uses for wallboard manufacturing.

## **Environment**

- Oil operations, onshore and offshore in Long Beach, were conducted in a safe and environmentally sound manner. Thums repaired and painted the concrete waterfall structures on oil islands Grissom and White (those islands closest to the shore) enhancing Long Beach's coastal beauty and interest.
- Thums performed a study of the oil islands' habitat and underwater ecosystem. An outcome of the survey is detailed in a poster depicting the thriving and varied species of flora and fauna that have acclimated to and are supported by the oil islands' ecosystem.
- The Department secured a new contractor to ensure environmental safety along Long Beach's coastline and in its waters. Since 1990, the federal Oil Pollution Act has required the City, as Unit Operator for the Fault Block Units and the Long Beach Unit, to contract with licensed Oil Spill Recovery Organizations (OSRO).
- The Department fosters strong community relations and government transparency by conducting numerous educational seminars and tours of the oil operations to diverse groups of students and adults. Tour groups have included student groups from the Long Beach Unified School District, the North Long Beach Women's Club, Desk and Derrick Club and the California Geographic Society.

## **Fiscal Year 2005 Department Opportunities and Challenges**

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### **Opportunities**

- Continue working as part of a team evaluating the viability of utilizing Satellite Radar (InSAR) for elevation monitoring in an urban environment. This technology, used in conjunction with the fixed Global Positioning System stations, may have the potential of providing Citywide elevation data even quicker and more cost effectively.
- Continue to ensure that oil sales maximize the public benefit and access to the local market.
- Seek opportunities to broker cost-sharing arrangements between oil field contractors and other stakeholders to provide incentives to engage in environmentally conscious, revenue-generating projects.
- Support the reasonable application of three-dimensional seismic surveying, the use of advanced modeling software and other cutting-edge technologies to assist in the exploration and development of remaining and undiscovered oil and gas reserves.
- Ensure the continued safety of the environment by developing an oil facility inspection program to identify environmental risks and initiate appropriate action, if required.

### **Challenges**

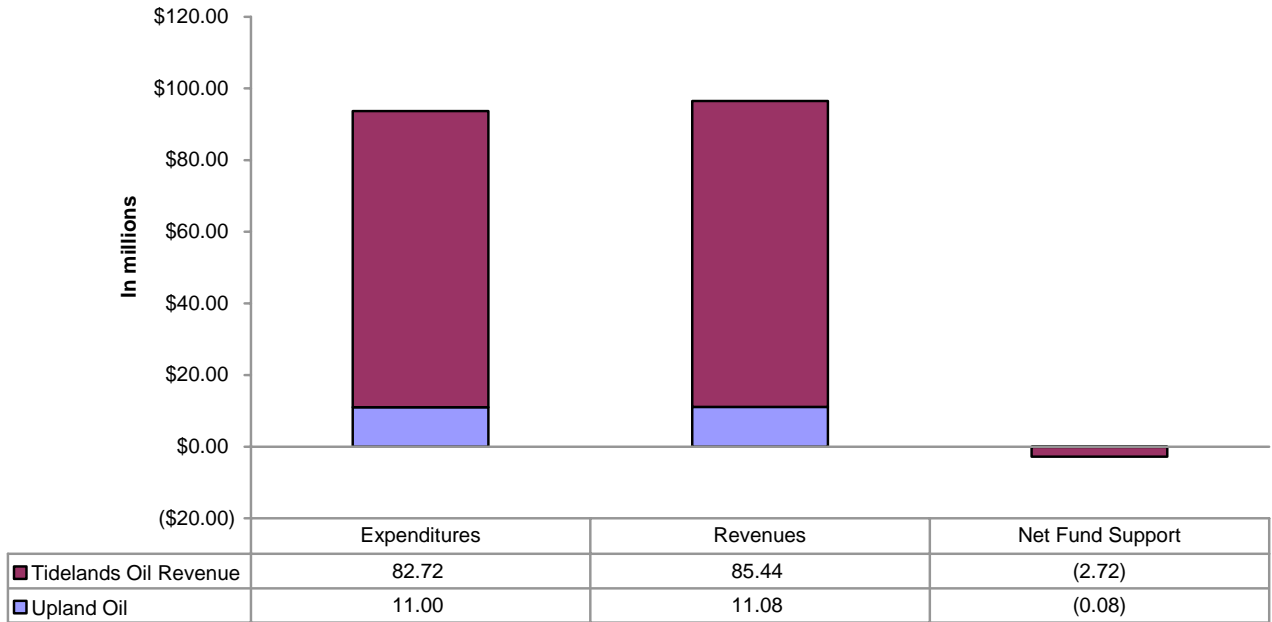
- The proximity of Long Beach's oil operations to major business and residential areas is unique and requires a special sensitivity to the operating environment in which oil operations are conducted.
- If not properly managed, oil operations could adversely impact the environment and quality of life in three ways – loss of surface elevation (subsidence), environmental contamination ranging from small leaks to major spills, and loss of community aesthetics (visual, noise, and odor).
- An ongoing, intensive review of oil operations is required to ensure excellence in field engineering and infrastructure maintenance within an economic framework. To meet this challenge, the Department continues to aggressively oversee and manage the oil field for economic life and efficient operations while reducing facility, pipeline, and well liabilities. In the later years of oil field life, the integration of oil operations with post-production injection requirements will become paramount to the continued economic viability of the oil operations.
- As competition for land surface increases, the potential for loss of land needed to conduct production and post-production subsidence control operations increases. To address this, the Department will identify minimum land requirements for subsidence control and develop a plan to ensure the availability of adequate land to conduct oil production and post-production subsidence control operations in the future.





# Oil Properties Department Summary

Adopted\* FY 05 Budget by Fund



	Actual FY 03	Adopted* FY 04	Adjusted FY 04	Year End** FY 04	Adopted* FY 05
<b>Expenditures:</b>					
Salaries, Wages and Benefits	3,935,700	4,369,641	4,165,259	4,075,443	4,961,016
Materials, Supplies and Services	56,291,911	32,598,737	117,626,133	89,747,104	75,438,563
Internal Support	609,587	620,830	720,830	534,717	630,101
Capital Purchases	-	-	-	-	-
Debt Service	692	-	1,350	2,250	-
Transfers from Other Funds	13,996,751	7,348,364	16,007,261	16,609,786	12,693,780
Prior Year Encumbrance	-	-	-	-	-
<b>Total Expenditures</b>	<b>74,834,640</b>	<b>44,937,572</b>	<b>138,520,833</b>	<b>110,969,299</b>	<b>93,723,460</b>
<b>Revenues:</b>					
Property Taxes	-	-	-	-	-
Other Taxes	-	-	-	-	-
Licenses and Permits	5,778	-	-	-	-
Fines and Forfeitures	-	-	-	-	-
Use of Money & Property	97,013,034	64,308,923	140,753,260	131,148,894	96,517,489
Revenue from Other Agencies	301,420	-	-	78,987	-
Charges for Services	600	-	-	2,856	-
Other Revenues	19,511	-	-	30,532	-
Interfund Services - Charges	86,261	-	-	-	-
Intrafund Services - GP Charges	-	-	-	-	-
Harbor P/R Revenue Transfers	-	-	-	-	-
Other Financing Sources	-	-	-	-	-
Operating Transfers	-	-	-	-	-
<b>Total Revenues</b>	<b>97,426,604</b>	<b>64,308,923</b>	<b>140,753,260</b>	<b>131,261,269</b>	<b>96,517,489</b>
<b>Personnel (Full-time Equivalents)</b>	<b>41.25</b>	<b>41.25</b>	<b>41.25</b>	<b>41.25</b>	<b>42.00</b>

\* Amounts exclude all-years carryover. See budget ordinance in the front section of this document.

\*\* Unaudited

# Oil Properties Operations Summary

## Services Provided:

Administer City oil operations, contracts, leases and agreements.  
 Direct all subsidence management operations.  
 Provide petroleum engineering, geological, and other oil field expertise to other City departments.

## Service Improvement Objectives:

To maintain surface elevations within the Wilmington oil field to within +/-0.3 feet per year.  
 To maximize transfers to the Tidelands Operations Fund and General Fund within constraints of oil price volatility.  
 To abandon 12 unneeded wells by September 30, 2004 and 30 unneeded wells by September of 2005.  
 To maximize revenues through competitive bid of required crude oil sell-offs.  
 To conduct 12 environmental inspections of tidelands oil operations.

	Actual FY 03	Adopted* FY 04	Adjusted FY 04	Year End** FY 04	Adopted* FY 05
<b>Quantitative Measures of Service:</b>					
Surface elevation change	+/- 0.3 ft.	+/- 0.3 ft.	+/- 0.3 ft.	+/- 0.3 ft.	+/- 0.3 ft.
Transfer to Tidelands Operations Fund	\$6,961,145	\$3,219,780	\$5,902,368	\$6,449,417	\$5,984,613
Transfer to General Fund	\$6,999,452	\$3,992,430	\$6,623,196	\$7,146,264	\$6,073,013
# of wells abandoned	21	30	12	12	30
# of environmental inspections	12	12	12	12	12
\$/barrel bonus for oil sell-offs	\$1.17	\$1.41	\$1.42	\$1.42	\$1.55
<b>Expenditures:</b>					
Salaries, Wages and Benefits	3,935,700	4,369,641	4,165,259	4,075,443	4,961,016
Materials, Supplies and Services	56,291,911	32,598,737	117,626,133	89,747,104	75,438,563
Internal Support	609,587	620,830	720,830	534,717	630,101
Capital Purchases	-	-	-	-	-
Debt Service	692	-	1,350	2,250	-
Transfers From Other Funds	13,996,751	7,348,364	16,007,261	16,609,786	12,693,780
Prior Year Encumbrance	-	-	-	-	-
Total Expenditures	74,834,640	44,937,572	138,520,833	110,969,299	93,723,460
<b>Revenues:</b>					
Property Taxes	-	-	-	-	-
Other Taxes	-	-	-	-	-
Licenses and Permits	5,778	-	-	-	-
Fines and Forfeitures	-	-	-	-	-
Use of Money & Property	97,013,034	64,308,923	140,753,260	131,148,894	96,517,489
Revenue from Other Agencies	301,420	-	-	78,987	-
Charges for Services	600	-	-	2,856	-
Other Revenues	19,511	-	-	30,532	-
Interfund Services - Charges	86,261	-	-	-	-
Intrafund Services - GP Charges	-	-	-	-	-
Harbor P/R Revenue Transfers	-	-	-	-	-
Other Financing Sources	-	-	-	-	-
Operating Transfers	-	-	-	-	-
Total Revenues	97,426,604	64,308,923	140,753,260	131,261,269	96,517,489
<b>Personnel (Full-time Equivalents)</b>	41.25	41.25	41.25	41.25	42.00

\* Amounts exclude all-years carryover. See budget ordinance in the front section of this document.

\*\* Unaudited

# Oil Properties Department Personal Services

Classification	FY 03 Adopt FTE	FY 04 Adopt FTE	FY 05 Adopt FTE	FY 04 Adopted Budget	FY 05 Adopted Budget
Director-Oil Properties	1.00	1.00	0.50	158,074	78,145
Accountant II	1.00	1.00	1.00	52,507	55,209
Accountant III	2.00	2.00	2.00	127,009	127,009
Accounting Clerk III	1.00	1.00	1.00	39,447	39,447
Administrative Analyst II	1.00	1.00	1.00	61,051	64,234
Administrative Officer-Oil Properties	1.00	1.00	1.00	85,779	85,779
Clerk III	1.00	1.00	1.00	27,695	27,695
Clerk Supervisor	1.00	1.00	1.00	43,524	43,524
Clerk Typist II	3.00	3.00	3.00	101,655	103,362
Clerk Typist II - NC	0.25	0.25	0.25	7,162	7,164
Clerk Typist III	1.00	1.00	1.00	36,133	37,588
Divison Engineer-Oil Properties	6.00	6.00	5.00	684,361	575,004
Executive Secretary	1.00	1.00	1.25	51,377	62,802
Geologist I	1.00	1.00	1.00	82,490	78,436
Geologist II	1.00	1.00	1.00	106,356	106,356
Manager-Business Operations	-	-	0.50	-	51,621
Manager-Oil Operations	-	-	1.00	-	120,292
Oil Field Gauger II	2.00	2.00	2.00	111,888	111,888
Payroll/Personnel Assistant III	-	-	0.25	-	10,354
Personnel & Training Officer	-	-	0.25	-	22,605
Petroleum Engineer I	2.00	2.00	2.00	175,822	160,926
Petroleum Engineer II	5.00	5.00	5.00	531,782	505,504
Petroleum Engineer Associate II	4.00	4.00	4.00	312,901	328,974
Petroleum Operations Coordinator I	4.00	5.00	5.00	454,735	462,017
Senior Accountant	1.00	-	-	-	-
Senior Petroleum Engineer Associate	1.00	1.00	1.00	96,073	96,073
<b>Note: The positions of Director of Long Beach Energy and Director of Oil Properties are being consolidated. This will result in a reduction of one management position.</b>					
<b>Subtotal Salaries</b>	41.25	41.25	42.00	3,347,821	3,362,007
<b>Overtime</b>	---	---	---	45,000	45,000
<b>Fringe Benefits</b>	---	---	---	837,288	1,427,244
<b>Administrative Overhead</b>	---	---	---	139,532	126,765
<b>Salary Savings</b>	---	---	---	---	---
<b>Total</b>	41.25	41.25	42.00	4,369,641	4,961,016

